

U.S. Department of Housing and Urban Development

H O U S I N G

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Special Attention of:  
Regional Administrators; Regional  
Housing Directors; Managers and  
Directors of Housing Development;  
Chiefs, Housing Programs, Valuation  
Mortgage Credit and Architectural,  
Engineering and Cost Branches

Transmittal for Handbook No.:  
4410.1 REV-2  
CHG-2  
Issued: 8/4/93

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1. This Transmits

Correction to Appendix 2, Handbook 4410.1 REV-2.

2. Appendix 2 of Handbook 4410.1 REV-2 incorrectly identifies the Office of Mortgage Insurance Accounting and Servicing as the contact for changes to suffix letters for project numbers. The Housing Information Systems Division tracks this information; therefore, all suffix-changes should be forwarded to that Division.

3. Filing instructions:

Remove

Insert

Appendix 2, page 7, dated 6/92

Appendix 2, page 7, dated 8/93

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Nicolas P. Retsinas  
Assistant Secretary for Housing  
- Federal Housing Commissioner

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W-3-1,W-2(H),W-3(A)(H)(OGC)(ZAS),W-4(H),R-1,R-2,R-3,

R-3-1(H)(RC),R-3-2,R-3-3,R-6,R-6-1,R-6-2,R-7,R-7-1,R-8

Handbook

4410.1 REV-2

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Transmittal Handbook No.: 4410.1 REV-2  
CHG-1  
Issued: March 5, 1993

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1. This Transmits

Correction to Appendix 3, Handbook 4410.1  
REV-2.

2. Appendix 3 of Handbook 4410.1 REV-2 contains a typographical error that could result in an incorrect 1 percent Mortgage Insurance Premium (MIP) charge for Section 232 Nursing Homes, Intermediate Care Facilities, and Board and Care Homes. It is the Section 232(i) program (Fire Safety Equipment) that has a 1 percent MIP. The MIP for Section 232 projects is .5 percent and is governed by 24 CFR Section 207.252. Section 232 has been deleted from the list of programs with a 1 percent MIP.

3. Filing instructions:

Remove

Pages 3 and 4 of Appendix 3,  
Handbook 4410.1 REV-2 dated  
6/92.

Insert

New pages 3 and  
4 of Appendix 3 - CHG-1  
dated 6/92 and 3/93  
respectively

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James E. Schoenberger  
Associate General Deputy Assistant  
Secretary for Housing

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W-3-1, W-2 (H), W-3(A)(A)(H)(OGC)(ZAS), W-4(H), R-1, R-2,  
R-3, R-3-1(H)(RC), R-3-2, R-3-3, R-6, R-6-1, R-6-2, R-7, R-7-1,  
R-8

HUD-23 (9-81)

W-3-1 Directives Management Officers--Headquarters and Regions,  
library, ACIR (Advisory Commission on Intergovernmental  
Relations)  
W-2 HQ Office Directors, Special Assistants,  
those reporting directly to Assistant Secretaries  
R-8 Category C offices - Office Managers and Deputy Office  
Managers

U.S. Department of Housing and Urban Development

H O U S I N G

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Special Attention of:

Transmittal Handbook No.:  
4410.1 REV-2

Issued: June 24, 1992

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1. This Transmits

Revised Handbook 4410.1 REV-2, Project Fiscal Procedures, dated 6/92.

2. Explanation of Material Transmitted:

This is a complete revision with a new format and incorporates all Handbook changes, Notices, and policy changes since the previous issuance. The major changes and/or additions include the following:

- A. Instructions in Paragraph 8, "Docketing," have been moved to Handbook 4440.1.
- B. Instructions in Paragraph 12, "Prompt Depositing of Remittances," have been moved to Paragraph 1-7.
- C. Instructions in Paragraph 17, "Earned Fees and Premiums," have been moved to Paragraph 1-6.
- D. Instructions have been included in paragraph 1-8 for preparation of an Official Receipt for each fee and initial premium collection.
- E. Paragraph 21, "Refund of Unearned Fees," has been moved to Paragraph 1-11.
- F. Instructions in Paragraph 22.1, "Section 234(d) Application Fee," have been deleted. The simplified procedure is no longer used.
- G. Paragraph 23, "Authorization to use Fee Appraisers," has been deleted. Use of fee panels will be replaced by Technical Discipline Contracts.
- H. Paragraph 25, "Collection of Mortgage Insurance Premiums," has been moved to Paragraph 1-14.

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I. Paragraph 30, "Requisitions for Amortization Schedules," has been moved to Paragraph 1-16.

J. Instructions in Paragraph 31, "Washington Docket," have been moved to Handbook 4440.1.

K. Instructions for use of the following forms have been removed from the Handbook either because use of the form has been discontinued or because the instructions have been moved to another handbook as indicated below:

- i. Form FHA 290, "Closing Memorandum," has been moved to



W-3-1 Directives Management Officers--Headquarters and Regions,  
library, ACIR (Advisory Commission on Intergovernmental  
Relations)

W-2 HQ Office Directors, Special Assistants,  
those reporting directly to Assistant Secretaries

W-4 Branch Chiefs, multiple copies for staff

R-1 Regional Administrators, Deputy Regional Administrators

R-2 Office Directors, Principal Assistants in Regional  
Administrators' offices

R-3 Bulk shipment to Regional Offices

R-3-1 Bulk shipment to Regional Offices for selective  
distribution by program area

R-3-2 Directors, Administrative Services Divisions and  
Administrative and Management Services Divisions, and  
Administrative staffs

R-3-3 Category D offices - bulk

R-6 Category A offices - Office Managers and Deputy Office  
Managers

R-6-1 Category A offices - bulk

R-6-2 Category A offices - Division Directors

R-7 Category B offices - Office Managers and Deputy Office  
Managers

R-7-1 Category B offices - bulk

R-8 Category C offices - Office Managers and Deputy Office  
Managers