



Special Attention of:

CPD Staff
CPD Program Participants/Grantees

Transmittal for Handbook No: 6509.2 REV-5

Issued: September, 2005

1. This Transmits: HUD Handbook 6509.2 REV-5, Community Planning and Development Monitoring Handbook.
2. Summary: This completely revises the Community Planning and Development Monitoring Handbook, organizing program monitoring guidance by chapter and updating the Handbook to include all programs for which Community Planning and Development (CPD) Field staff have monitoring responsibilities. The most significant changes are:
 - a. Separate chapters for the Community Development Block Grant Entitlement Program have been deleted and condensed into a single chapter.
 - b. New chapters have been added for: the Section 108 Loan Guarantee Program/Economic Development Initiative/Brownfields Economic Development Initiative; Disaster Recovery Assistance; Home Investment Partnerships Program; Homeownership Zones; Housing Opportunities for Persons With AIDS; Section 8 Moderate Rehabilitation Single Room Occupancy Program for Homeless Individuals; Shelter Plus Care; Supportive Housing Program; Empowerment Zones; Historically Black Colleges and Universities; Rural Housing and Economic Development; Community Development Technical Assistance Cooperative Agreements; Youthbuild; Consolidated Plan; Lead Hazards; and Alternative Monitoring Formats. Chapter 27 has been reserved for close-outs.
 - c. Chapters for the Urban Development Action Grant program, the Rental Rehabilitation Program, and Community Development Block Grants for Indian Tribes and Alaskan Native Villages have been deleted.
 - d. Chapter 25 has been reserved for acquisition and relocation. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), was revised and a final rule was published on January 4, 2005. As a result of the publication of this final rule, HUD is now making conforming changes to its acquisition and relocation monitoring guidance which will be incorporated into this Handbook and supersede Handbook 1374.0, *Tenant Assistance, Relocation and Real Property Acquisition -- HUD CPD Staff Responsibilities*.

- e. The chapter on “Alternative Monitoring Formats” contains two new Exhibits that are organized to conduct project-based reviews. Exhibit 26-1 is designed to evaluate multi-unit rental rehabilitation projects funded from multiple CPD sources. Exhibit 26-2 can be used by CPD field staff to monitor CDBG-funded public facilities using a single Exhibit which includes a range of applicable requirements.
- f. A “Monitoring Review Summary Form” has been added to assemble, on a single form, the results of a monitoring review.
- g. A Handbook “Evaluation Questionnaire” (Appendix 1) has been included for Field Office completion after the Handbook Exhibits have been used to conduct monitoring for a designated time period. The purpose is to have a built-in mechanism for determining the need for further improvements or revisions. This questionnaire is expected to be completed once, on an aggregate basis by Field Office, and electronically transmitted to Headquarters CPD when requested.
- h. The remainder of the Handbook has been revised to conform to current Departmental policies on compliance monitoring, to update monitoring guidance to reflect current program provisions, and to more easily identify statutory, regulatory, and program requirements.

3. Filing Instructions:

Remove:

6509.2 REV-4 dated 6/89 and all subsequent changes.

Insert:

6509.2 REV-5 dated September, 2005

For CPD, this Handbook also supersedes all previously-issued monitoring guidance for any of the programs contained within this Handbook.