

Request for Waiver of Housing Directive

U.S. Department of Housing and Urban Development
Office of Housing
Federal Housing Commissioner

OMB Approval No. 2502-0029
(Expires 04/30/2020)

1. Field Office Office of Single Family Program Development	2. Program and DAS (e.g., multifamily development) Office of Single Family Housing
3. Waiver Requested by (person, entity, HUD employee) Barbara Leslie, Acting Director, Home Mortgage Insurance Division	
4. Waiver Item (directive number, date, page, paragraph, etc.) Handbook 4000.1, Section II.C.3.b.iv Condominium Project Approval, HRAP Submission Process	
Relief Sought A temporary waiver of the requirement to submit the Condominium Project Approval application package through U.S. Mail to the Jurisdictional HOC as a single Portable Document Format (PDF) file on a CD-ROM or USB flash drive. This temporary waiver will allow the Condominium Project package to be submitted as a PDF file by email. This temporary waiver is limited to the submission method for Condominium Project packages under the HUD Review and Approval Process (HRAP). This process does not affect the submission requirements for Single Unit Approval as outlined in ML 2019-13 or the Mortgage submitters that currently upload their packages through FHA Connection.	
5. Did a check of SharePoint indicate Prior Approval of a factually similar waiver? <input type="checkbox"/> Yes (skip No. 6) <input checked="" type="checkbox"/> No (go to No. 6)	If previously approved, give Counsel's name and date of approval.
6. Counsel Determination. The Waiver Proposal does not conflict <input checked="" type="checkbox"/> conflicts <input type="checkbox"/> with statutory or regulatory provisions (cite rule or provision)	

Counsel (signature) Sherece Tolbert	Digitally signed by Sherece Tolbert Date: 2020.03.26 15:45:22 -04'00'	Date
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7. Employee Justification (attach additional pages if necessary)

This temporary waiver of the submission method is being issued due to public health concerns around the spread of Coronavirus Disease 2019 (COVID-19). It will facilitate the submission and review of the Condominium Project packages under HRAP, while many HUD employees and other FHA partners are working remotely due to COVID-19. Without the temporary waiver, the processing of Condominium Project Approval application packages will be delayed, which will have an adverse impact on the available affordable housing stock.

- To ensure efficient processing, Condominium package submitters should create a PDF file of the package and send it via email to the FHA Resource Center at answers@hud.gov.
 - The email "Subject Line" should include: "Condo Approval Application Package, Project Name and Jurisdictional HOC".
 - The email should contain one (1) complete PDF file not to exceed 32 MB in size. Files larger than 32 MB must be separated and submitted through multiple emails. Where multiple emails are needed, the submitter should add a project name and indicator of the number of emails for the submission to the subject line. (e.g. "Towne Centre Condo 1 of 3")
- The FHA Resource Center will forward the package to the Jurisdictional Homeownership Center (HOC) where it will be reviewed.

Field Office Concurrence		
Name Kevin Stevens	Title Acting Director, Office of Single Family Program Dev.	Date
8. <input checked="" type="checkbox"/> Granted <input type="checkbox"/> Not Granted	Housing Director (signature) KEVIN STEVENS	Date
Digitally signed by KEVIN STEVENS Date: 2020.03.26 20:02:39 -04'00'		

Comments

Public reporting burden for this collection of information is estimated to average xx minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Distribution: (includes waivers granted and denied)
Original to Field Office;
One copy to each of the following: Director, Organizational Policy, Planning and Analysis Division, Room 9116, HUD Headquarters, HRO
Assistant General Counsel, Multifamily Mortgage Division, HUD Headquarters, Room 9230, CAHAA
And one copy to either of the following: Office of the Deputy Assistant Secretary for Single Family Housing, Room 9282, HUD Headquarters, HU
Office of the Deputy Assistant Secretary for Multifamily Housing, Room 6106, HUD Headquarters, HT