Special Attention of:
All Secretary's Representatives,
State Coordinators,                     Issued: November 6, 1996
Area Coordinators, Director,
Field Accounting Division,
State Contracting Officers,
Directors, Offices of Public
Housing, Native American Programs
and Housing; Directors, Multifamily Division,
Asset Management Branch Chiefs, RHS State
Offices, RHS Headquarters Staff

1. This Transmits Handbook 4640.1, "Congregate Housing Services
Program (CHSP) Operating Procedures".

2. Explanation of Materials Transmitted: This Handbook provides
general information on the CHSP and the major changes required by
the Cranston-Gonzales National Affordable Housing Act (P.L. 101-625).
It also describes the roles and responsibilities of HUD
and Rural Housing Services (RHS) Agency staff in both
Headquarters and the field in the start-up, monitoring and
renewing of CHSP grants. Major Headquarters responsibilities in
grants administration are being delegated to State and Area
Offices. As this is a major update of the prior Handbook, it is
being issued as a complete revision. There are changes in all
chapters and new ones added.

3. Issuances Superseded: Remove Handbook 4640.1, Rev.1, "Monitoring
and Technical Assistance Handbook for the Congregate Housing
Services Program (CHSP)" including Changes 1 and 2 and replace
them with this document.

4. Distribution: Copies must be provided to all CHSP Government
Technical Representatives (GTRs)/Government Technical Monitors
(GTMs), all CHSP grantees, all HUD State and Area/Rural Housing
Services Offices. Copies may also be provided to members of the
public, upon request.

5. Effective Date: Upon receipt.

Assistant Secretary for Housing-
Federal Housing Commissioner

HM: Distribution: W-3-1,R-1,R-2,R-3-1(H)(RC),R-3-2,R-3-3,R-6,R-6-2,
R-7, R-7-2,R-8

4640.1 REV-1

CONGREGATE HOUSING SERVICES
PROGRAM (CHSP) OPERATING PROCEDURES

HUD HANDBOOK 4640.1 REV-1
Special Attention of:                      Transmittal Handbook No.: 4640.1
Regional Administrators; Directors,
Offices of Regional Housing; Managers
Category A and B Offices; Directors
Offices of Indian Housing; Housing
Management Division Directors

1.   This Notice Transmits the Following:
Handbook 4640.1, Monitoring and Technical Assistance Handbook
for the Congregate Housing Services Program (CHSP), dated 10/83.

2.   Explanation of Material Transmitted:
This Handbook provides general information about the CHSP and
describes the roles and responsibilities of HUD staff in
monitoring the operations of the CHSP grants.

   The Government Technical Representative (GTR) and technical
   assistance functions are being assigned to local HUD Field
   Offices; this Handbook describes these functions and provides
   information on how they are to be performed. In addition,
   residual Housing Headquarters responsibilities are being
   reassigned.

3.   Issuances Superceded:
Notices H-79-58 (7/10/79); H-79-83 (9/10/79); H-79-92 (9/28/79); 
H-80-32 (3/10/80); H-80-77 (7/22/80); H-80-112 (10/31/80); H-81-5 
(1/18/81); H-82-10 (3/23/82); and, H-83-30 (6/9/83). Also
Request for Grant Application (RFGA) H-6340 4/29/80; H-10614 
(3/26/82); and, H-12152 (6/9/83).

4.   Field Office Alert: Delegation of Authority:
When the field office structure is fully in place, a delegation
of authority will be published.

5.   Reporting Requirements: Reporting requirements in this Handbook
have been cleared by the Office of Management and Budget 
(2502-0291).

Assistant Secretary for Housing
- Federal Housing Commissioner

U.S. Department of Housing and Urban Development
Washington, D.C. 20410
Departmental Staff

Monitoring and Technical Assistance Handbook for the Congregate Housing Services Program (CHSP)

October 1983