

U.S. Department of Housing and Urban Development  
HOUSING

Transmittal for Handbook No.: 4640.1 REV-1

Special Attention of:

All Secretary's Representatives,  
State Coordinators,  
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

Issued: November 6, 1996

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 Issuances Superseded: Remove Handbook 4640.1, Rev.1, "Monitoring and Technical Assistance Handbook for the Congregate Housing Services Program (CHSP)" including Changes 1 and 2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

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.: 4640.1

Regional Administrators; Directors,  
Offices of Regional Housing; Managers  
Category A and B Offices; Directors  
Offices of Indian Housing; Housing  
Management Division Directors

Issued: 10/27/83

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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 Superseded:  
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).

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Assistant Secretary for Housing  
- Federal Housing Commissioner

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

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Departmental

Staff

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October 1983

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

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