

U.S. Department of Housing and Urban Development  
COMMUNITY PLANNING AND DEVELOPMENT

Special Attention of:

Transmittal Handbook No.: 6512.1

CPD Staff  
CPD Grantees

Issued: May 17, 1991

1. This transmits HUD Handbook 6512.01, Management of Appalachian Regional Commission Grants.
2. Explanation of Significant Policies and Procedures:  
This Handbook describes policies and procedures that CPD Field Offices and CDBG grantees under the State, HUD-Administered Small Cities, and Entitlement Programs, as appropriate, must follow in order to administer Appalachian Regional Commission (ARC) funds in conjunction with CDBG funds. The most significant policies are:
  - a. The review and certification procedure described in Chapter 2, which the State or HUD Field Office Manager (as appropriate) must prepare when ARC funds are approved for a grant to be administered in conjunction with CDBG funds. The activity must be consistent with all the statutory requirements of Title I of the Housing and Community Development Act of 1974, as amended.
  - b. The fund control procedures that must be followed to reserve, obligate, and disburse ARC funds to ensure that ARC funds are accounted for separately. This would enable HUD staff to provide ARC a status of expenditures and to determine whether funds are being used in accordance with applicable ARC rules.
  - c. The closeout procedures that must be followed to ensure that information is included in the Financial Status Report (SF-269) and its supplement identifying the total project cost; final eligible project costs; and the final amount of HUD, ARC, state and local funds used.
3. Filing Instructions:

Insert:

Handbook 6512.01, Management of Appalachian Regional Commission Grants, dated 5/91.

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Departmental  
Staff

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May 1991

Management of  
Appalachian Regional  
Commission Grants

W-3-1, W-1, W-2, W-3, R-1, R-2, R-3-1 (CPD) R-6, R-9

Special (CPD Regional and Field Directors )

W-3-1 Directives Management Officers--Headquarters and Regions,  
library, ACIR (Advisory Commission on Intergovernmental  
Relations)  
W-1 Assistant Secretaries, Deputy Assistant Secretaries,  
General Counsel, staff offices reporting to the Secretary  
W-2 HQ Office Directors, Special Assistants,  
those reporting directly to Assistant Secretaries  
W-3 HQ Division Directors, those reporting directly to Office  
Directors, multiple copies for staff  
R-1 Regional Administrators, Deputy Regional Administrators  
R-2 Office Directors, Principal Assistants in Regional  
Administrators' offices  
R-3-1 Bulk shipment to Regional Offices for selective  
distribution by program area  
R-6 Category A offices - Office Managers and Deputy Office  
Managers  
R-9 Directors and Deputy Directors, Offices of Indian Programs