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CHAPTER 1. PURPOSE, SCOPE, AND HUD
STAFF RESPONSIBILITIES

- 1-1. PURPOSE. This Handbook provides guidance to HUD's Field and Regional Office staffs as well as to Public Housing Agencies (PHAs) in the application procedures and administration of the Section 8 Existing Housing Assistance Payments Program (Existing Housing) and the Section 8 Moderate Rehabilitation Housing Assistance Payments Program (Moderate Rehabilitation), in accordance with Section 8 of the U.S. Housing Act of 1937, as amended, and current Section 8 Existing Housing and Moderate Rehabilitation Program Regulations (24 CFR Part 882, Appendix 12).
- 1-2. SCOPE AND ORGANIZATION. This Chapter states the purpose of the Handbook and lists key Field Office and Regional Office responsibilities. Subsequent Chapters, on a step-by-step basis, discuss actions prior to invitation, invitations and evaluation of applications, all subsequent HUD processing steps, and the monitoring of approved programs. Copies of the major required Section 8 Program forms referred to in this Handbook are included in the Appendices. References, where appropriate, have been included in the text of the Handbook to identify the pertinent provisions in the Section 8 Program Regulations.
- 1-3. KEY REGIONAL OFFICE STAFF RESPONSIBILITIES.
- a. The Assisted Housing Development Specialist (AHDS), under the direction of the Director, Office of Regional Housing, is responsible for providing guidance to Field Offices and for monitoring and evaluating Field Office administration of the production aspects of the Section 8 Existing Housing and Moderate Rehabilitation Programs.
 - b. The Assisted Housing Management Specialist (AHMS), under the direction of the Director, Office of Regional Housing, is responsible for providing guidance to Field Offices and for monitoring and evaluating Field Office administration of the management aspects of the Section 8 Existing Housing and Moderate Rehabilitation Programs.
 - c. The Regional Accounting Division (RAD) Director, under the direction of the Director, Office of Regional Administration, is responsible for recording of Section 8 fund assignments for Regional and Field Offices, reservation of contract and budget authority, disbursement of funds pursuant to executed contracts, and maintenance of project accounts and Annual Contributions Contract (ACC) reserve accounts.

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- d. The Regional Fair Housing and Equal Opportunity Compliance Director, under the direction of the Director, Office of Regional Fair Housing and Equal Opportunity, is responsible for the processing of complaints and the conduct of compliance reviews pursuant to the various civil rights authorities and equal opportunity requirements.
- e. The Regional Economist is responsible for monitoring Field Office Economist performance in computing "fair share" allocations and recommending housing type and household type distributions in accordance with 24 CFR Part 891. The Regional Economist also is responsible for reviewing Field Office requests for modifications of Fair Market Rents (FMRs) and reviewing requests for exceptions to FMRs.

1-4. KEY FIELD OFFICE STAFF RESPONSIBILITIES.

- a. The Area Manager is responsible for making the best use of available processing, management, and other technical staff resources. The Area Manager may make modifications in the assignment of review responsibilities as set forth in this Handbook, provided that all of the reviews called for are carried out. All Section 8 activities discussed in this Handbook must be performed by appropriately qualified technical specialists.
- b. Housing.
 - (1) The Housing Director is responsible for assuring that all Housing Development (HD) functions are carried out, assigning necessary HD staff to on-site reviews of PHA administration, and recommending to the Area Manager appropriate actions relative to the commitment of contract and budget authority for the Section 8 Existing Housing and Moderate Rehabilitation Programs. The Housing Director is also responsible for assuring that all functions related to Housing Management (HM) are carried out, including the evaluation of the administrative capability of PHAs prior to application approval and HM input into the processing of applications. Other HM functions include furnishing training to PHAs becoming involved in the Section 8 program for the first time as well as PHAs needing subsequent guidance, direction of Field Office project reviews of PHA administration, and overall monitoring of PHA performance in accordance with program requirements. This will include follow-up with PHAs to assure that corrective actions are taken, as necessary. Moderate Rehabilitation applications will be coordinated with the Community Planning and Development Director to insure effective integration of Housing and Community Development Programs.

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- (2) The Deputy Director for Housing Development (DDHD) performs HD responsibilities assigned by the Housing Director and acts for the Housing Director concurrently and in the Director's absence on matters related to HD.
- (3) The Chief, Multifamily Housing Programs Branch (MHPB), is responsible for coordinating application processing reviews, pre-application conferences, and initial Moderate Rehabilitation on-site reviews of PHA administration with the Assisted Housing Management Branch and other Field Office staff. The Chief advises the DDHD on the Existing Housing and Moderate Rehabilitation Programs.
- (4) The Multifamily Housing Representative (MHR) is the point of contact in the Field Office through which PHAs deal in obtaining guidance and assistance prior to the execution of the ACC. For the Moderate Rehabilitation Program, the MHR also provides rehabilitation technical assistance to PHAs during the period of rehabilitation and coordinates the monitoring of rehabilitation work with other Field Office Staff.
- (5) The Processing Control and Reports Unit (PC&R) is responsible for recording and controlling all documents directly relating to Field Office processing with regard to each program. A Field Office central file (docket) shall be maintained by PC&R to include all documents, letters and logs discussed in this Handbook. Reporting requirements for all Section 8 Programs are contained in Handbook 4050.2, Section 8 Management Information System Reporting Instructions, dated February 16, 1979.
- (6) The Deputy Director for Housing Management (DDHM) is responsible for assisting and advising the Housing Director in management and disposition for all HUD housing programs. The DDHM acts for the Housing Director concurrently and in the Director's absence on matters relating to HM.
- (7) The Chief, Assisted Housing Management Branch (AHMB), performs a key role since all of the HM functions in the Existing Housing and Moderate Rehabilitation Programs are within the purview of the AHMB. The Chief maintains application processing and on-site PHA review schedules, coordinates with other appropriate members of Housing and other Field Office staffs, as necessary, and advises the DDHM about the Section 8 Existing Housing and Moderate Rehabilitation Programs.

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- (8) The Housing Management Officer (HMO) is the focal point of contact for PHAs participating in the Program following the execution of ACCs. The HMO is also responsible for advising the AHMB Chief as to the administrative capability of program applicants, meeting prescribed schedules for processing applications and monitoring and reviewing PHA activities. The HMO shall coordinate with the HM specialists within the AHMB as necessary. For the Moderate Rehabilitation Program, the HMO has the primary responsibility for assisting PHAs after the leasing of moderately rehabilitated units.
- (9) The Independent Living Coordinator (ILC) is responsible for all matters related to the handicapped and disabled to ensure that applicable legislation and regulations are followed. The ILC assures that both public and private participants are familiar with relevant regulations and the accessibility design standards referenced therein. The ILC, as appropriate, reviews rehabilitated housing to assure that accessible units are provided in sufficient numbers; that functional accessibility is afforded within and between such units; that appropriate features, amenities, and services are provided; and that in other respects accessibility design standards are followed. The ILC assists to assure that PHA management practices can identify households with handicapped persons and that accessible units are used by such households.

c. Other Field Office Functions.

(1)The Field Office Counsel is responsible for all legal determinations at all stages of program development and operation. It is the responsibility of all offices to bring to the Counsel's attention any question that requires a legal determination. The Counsel is authorized to make such independent reviews or inquiries as necessary to carry out these responsibilities.

(2)The Economic and Market Analysis Division (EMAD) is responsible for computing "fair share" allocations of housing assistance funds by allocation areas, recommending an appropriate housing type and household type distribution for each of the various allocation areas in accordance with 24 CFR Part 891, reviewing PHA requests for gross rents which exceed FMRs and reviewing FMRs and recommending adjustments, when necessary.

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(3) The Fair Housing and Equal Opportunity (FH&EO) Director is responsible for equal opportunity application reviews, providing guidance and assistance to PHAs with respect to equal opportunity requirements, and evaluating and monitoring PHA program administration.

(4)The Community Planning and Development (CPD) Director is responsible for cooperation with the Housing Division to ensure effective integration of Housing and CPD programs, including advising and providing assistance in the review and evaluation of applications for Moderate Rehabilitation.

(5)The Environmental Clearance Officer (ECO) is responsible for providing technical service, assistance, and advice to ensure the effective observance and inclusion of environmental quality concepts, policies, and considerations by the Field Office staff, including multifamily programs staff in Multifamily Service Offices, in program approvals and in the performance of other duties.

d.Multifamily Service Offices are authorized by Headquarters to perform all multifamily, as well as single family, housing functions. In such cases, the Office is headed by a Multifamily Service Office Supervisor and organized in a structure identical to the Housing Division in the Area Office. The Supervisor of such an office reports directly to the Area Manager. The Supervisor's duties are comparable to those of the Housing Director's duties in the Area Office (see Paragraph 1-4 b (1)).

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