

CHAPTER 8. REGIONAL OFFICE MONITORING RESPONSIBILITIES

8-1. REGIONAL ECONOMIST REVIEWS.

- a. The Regional Economist shall review Field Office determinations for the approval of gross rents exceeding Fair Market Rents at least annually in accordance with paragraph 7-7.
- b. The Regional Economist shall review the Field Office EMAD justifications for approval of Recently Completed Housing applications.
 - (1) If the Regional Economist concludes that the Field Office is not properly reviewing these applications, he may recommend to the Regional Administrator that the Field Office be precluded from making further approvals of Recently Completed Housing until a review of the Field Office actions has been conducted.
 - (2) At the conclusion of the review, the Economist may recommend to the Regional Administrator that the Field Office be authorized to continue approval of Recently Completed Housing applications or that Field Office authority be suspended.
- c. After any Field Office has approved Recently Completed Housing applications which account for more than 10 percent of the contract authority available for existing housing or 10 percent of the Field Office Existing Housing unit goal, the Regional Economist must conduct the review described above. No further approvals of Recently Completed Housing may be made by the Field Office until the Regional Administrator has notified the Field Office by letter of continuation or suspension of its authority.
- d. After each review, the Regional Economist shall forward, through the Regional Administrator, to the Deputy Assistant Secretary for Assisted Housing, Attn: Assisted Housing Development, the following items:
 - (1) Copies of the ACC Lists for Recently Complete Housing approved by the Field Office.

- (2) Regional Economist assessment of the appropriateness of the

Field Office approvals.

(3) Extent of additional approvals likely to be justified.

8-2. ASSISTANT REGIONAL ADMINISTRATOR FOR HOUSING RESPONSIBILITIES.

- a. The ARA for Housing shall schedule staff visits to each Field Office no less than annually to review a sample of approved applications with attachments, occupancy and financial forms and management reviews. The Regional Administrators shall notify the appropriate Field Offices of the results of such reviews.
- b. As part of their normal Field Office monitoring responsibilities, the HMO and LRHS shall undertake annual review at the direction of the ARA for Housing to determine whether the Field Office staff is complying with program policies and procedures pursuant to the Regulations and this Handbook, including the invitation, applications and program and fiscal monitoring processes. It is especially important for the Regional staff to review the extent to which Field Office Staff are monitoring PHA implementation--to insure that applications and attachments are submitted and approved and units are leased up in a timely fashion. In addition, the HMO shall evaluate Field Office management reviews to determine if the PHAs are complying with program requirements and whether appropriate remedial action is taken. HMOs should insure that Field Office management reviews of PHAs are conducted in accordance with the schedule specified in Chapter 5, that reports are issued on a timely basis to PHAs and that follow up on review findings is being carried out. The HMO should also evaluate the appropriateness of Field Office approvals of special adjustments to contract rents and gross rents up to 20 percent greater than the published FMRs for individual units.