

U.S. Department of Housing and Urban Development  
PUBLIC AND INDIAN HOUSING

Transmittal Handbook No.: 7460.2 CHG-1  
Issued: March 26, 1985

Special Attention of: Public Housing Agencies;  
Indian Housing Authorities; Regional  
Administrators; Directors, Offices of  
Regional Public Housing; Field Office  
Managers; Housing Management Division  
Directors; Directors, Offices of Indian Programs

1. This Transmits  
Page changes in the Public Housing Manager Certification Program Handbook 7460.2, dated 3/85.
2. Explanation of Material Transmitted:  
Contains the policies and procedures for the Public Housing Manager Certification Program, which shall be used by HUD Regional/Field Offices, Public Housing Agencies (PHAs) and Indian Housing Authorities (IHAs). These procedures may not be modified without the prior written approval of the Assistant Secretary for Public and Indian Housing. Amendments to the Certification Regulation 24 CFR Part 967 (formerly Part 867), were published in the Federal Register on May 31, 1983.

Incorporates administrative changes and the regulation amendments. Paragraph 25 has been revised to reflect these changes.

- (a) Allows for payment of "reasonable costs" by a PHA for certification and training. However, each PHA is allowed the discretion as to whether to pay costs of certification and training to enable an employee to qualify for certification.
- (b) Eliminates the restriction on payment of certification costs for employees hired after September 29, 1976.
- (c) Eliminates the requirement that the training directly related to qualifying for certification be "specialized."
- (d) Eliminates the exception that additional operating subsidy may be provided, subject to HUD's discretion, as stated in Section 25b of the Handbook, which has been deleted.

Appendix 2 has also been updated.  
Filing Instructions:

Remove: Handbook 7460.2	Insert: Handbook 7460.2 CHG-1
Pages 23 and 24 dated 11/80	Page 23 dated 3/85
Appendix 2 pages 2 and 3 dated 11/80	Page 24 dated 11/80
	Appendix 2 dated 3/85

Assistant Secretary for Public  
and Indian Housing

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U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
HOUSING

TRANSMITTAL

11/6/80

1. This Transmits: Public Housing Certification Program Handbook 7460.2 dated 11/80.
2. Explanation of Material Transmitted:  
This Handbook provides instructions for Public Housing Agencies (PHAs) and Field Offices for implementation of the Public Housing Manager Certification Program, as established under 24 CFR Part 867. Special attention is called to the following points:
  - a. Individuals who expect to be subject to certification requirements of 24 CFR Part 867 should be reminded that the effective date of those requirements is January 1, 1981. Any individual who has not yet obtained certification should immediately contact one of the Approved Certifying Organizations. (See paragraph 13.)
  - b. PHA employees who may not be able to meet the requirements for full certification by January 1, 1981 should obtain probationary certification before that date. (See paragraph 16.)
  - c. By October 1, 1980 each PHA must submit to the appropriate Field Office a list of its Housing Manager/Assistant Housing Manager positions. (See paragraph 24.)

Assistant Secretary for Housing  
Federal Housing Commissioner

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Handbook                    7460.2

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

November 1980

Program Participants  
and HUD Staff

Public Housing  
Manager Certification  
Program Handbook

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