

CHAPTER 3. FIELD AND REGIONAL OFFICE RESPONSIBILITIES

3-1. INTRODUCTION. This Chapter sets forth the requirements for Field Office review and action on PHA fund requisitions as well as the role of the Regional Office in the requisition process.

a. For the Office of Indian Programs (OIP), the OIP Director shall designate the appropriate staff equivalents of the public housing positions listed for review and approval authority under this Chapter.

* b. For the Resident Management Program (RM), the Resident Initiatives Coordinator (RIC) shall have review authority under this Chapter. *

c. The RHPS Operator's Guide provides instructions for accessing RHPS for data entry of requisitions or reporting.

3-2. PAYMENT BLOCKS. The Director, Housing Development Division (HDD) and the Director, Public Housing Division (PHD) or the Indian Housing counterpart (IHC), shall ensure that all required documents for payment of requisitions are on record. RHPS automatically will block any development and modernization requisition which does not have: a properly executed Annual Contributions Contract (ACC) amendment on record in either AHAS or PAS; an SF-1199A, Direct Deposit Sign-Up Form, on record in LOCCS; and past payment data, known as the project financing history, on record in RHPS. RHPS also automatically will block any development requisition which does not have Form HUD-52484, Development Cost Budget, on file in RHPS. In unusual cases, the Assistant Secretary for Public and Indian Housing may direct OFA to enter a block into RHPS for the PHA where there is documented evidence of fraud, waste or mismanagement.

3-3. DESIGNATION OF RHPS USER ALTERNATES. The Director, HDD, for development, and the Director, PHD (or IHC), for modernization shall ensure that there are designated alternates who are trained to operate RHPS. It is important that alternates be designated in advance so that they may be assigned a unique Honeywell Communication User Identification (ID) code and

CHG-1

password in addition to a unique MAPPER/RHPS User ID code and password. The Honeywell Communication User ID code is obtained from the Regional Management Information Division; the MAPPER/RHPS User ID code is obtained from the Regional Public Housing Director or OIP Director and from the System Administrator, OFA in Headquarters, using Appendix 5. All RHPS transactions are tracked by these two identification codes which are unique to an individual user and shall not be shared, as well as by the Field Office's identification codes.

3-4. USE OF LOGS

- a. Field Office staff shall use the RHPS log in Appendix 6 or a similar log when any computer related problems are encountered. To monitor the operation of the system, Headquarters periodically will request a copy of the log.
- * b. Field Office staff shall use the RHPS Requisition log in Appendix 8 for all incoming requests for development or modernization funds. *

3-5. PROCESSING TIMETABLE. There is no specific time frame for processing requisitions. Field Offices shall process requisitions in a timely manner to avoid the PHA receiving late payments or wire transfers (see paragraph 2-4a).

3-6. DEVELOPMENT REQUISITIONS.

- a. Responsibility. The Chief, Mortgage Credit Branch (MCB), has the lead responsibility for ensuring that requisitions are reviewed and approved in a timely manner. The HDD Director is responsible for approving requisitions and ensuring that all necessary reviews by other Branches within the HDD are conducted expeditiously.
- b. Review.
 - (1) The MCB shall date stamp each Form HUD-5402A (not the cover letter) on the day it is received and establish a tracking log which

9/91

3-2

7560.1 REV-1
CHG-1

* the Chief shall use to monitor timely processing and entry of the requisition into RHPS (See Appendix 9). *

- (2) The MCB shall review the requisition to determine if the funds requested are reasonable and necessary based on current progress and invoices due for each project. In making this determination, the MCB shall request assistance from the other Branches (Architecture/Engineering and Cost, Housing Programs, and Valuation) within the HDD, as appropriate. Each Branch shall provide written review comments, when requested, regarding items of cost applicable to its responsibility. Consideration shall be given to the current stage of development, the provisions of existing contracts, and funds previously advanced for such purposes.
 - (3) In addition to the comments provided by the other Branches, the MCB shall ensure that the funds requested are within the amounts approved for each main account classification and the Total Development Cost (TDC) reflected in the latest approved development cost budget, Form HUD-52484. To assist in this determination, the MCB shall review the latest quarterly cost control statement that is also on Form HUD-52484, which is required by the Accounting Handbook 7510.1.
 - (4) Before approving the PHA's first requisition, the MCB shall request the PHD (or IHC) to determine if the PHA's total fidelity bond coverage is sufficient to accommodate the funds to be advanced on the new project.
- c. Front-End Annual Contributions Contract (ACC). After application approval, a Front-End ACC may be executed and funds advanced to cover the cost of preliminary surveys and other HUD-approved planning costs.
- (1) Public Housing. Advances under a front-end ACC are limited by paragraph 6-30 of the Development Handbook 7417.1 REV-1 to one percent of the TDC prior to (a) PHA Proposal

approval for conventional (bid) or acquisition projects or (b) execution of the Contract of Sale for turnkey projects. After Proposal approval for conventional (bid) projects, the PHA may requisition additional amounts to purchase sites based on the

(2) Indian Housing. The amount of the front-end ACC may not exceed three percent of the TDC. The same limitations, conditions and exceptions, as provided in 24 CFR 905.220, are applicable to front-end grant funding.

(1) Before completing the review of the requisition, the MCB shall make every effort to resolve any outstanding issues raised by other Field Office staff, including requesting additional documentation from the PHA if necessary. After such actions are completed, the Chief, MCB shall forward Form HUD-5402A to the HDD Director with a recommendation for approval, approval with modification, or disapproval.

3-4

* The MCB shall periodically reconcile Field Office payment authorizations in RHPS with requisition logs and reports from PHAs. Reconciliations should be performed by staff other than those approving or entering requisitions in RHPS. *

- (2) No entries shall be made into RHPS without prior approval by the HDD Director. The person who reviews and enters the requisition into RHPS shall be a different person from the one who approves the requisition.

- (3) If approvable, the HDD Director shall sign and date the Form HUD-5402A to authorize entry into RHPS. After approval, the MCB shall enter the amounts into RHPS, enter the Data Entry Initials and Date Entered on Form HUD-5402A, and stamp "Entered" on the Form HUD-5402A and the supporting documentation. The approval letter generated by RHPS shall be dispatched over the signature of the HDD Director. If the requisition is modified or disapproved, the MCB shall prepare a letter for the HDD Director's signature, explaining the reasons for modification or disapproval.
- e. Form HUD-52427, Actual Development Cost Certificate (ADCC).
- (1) Approval. Upon approval of the ADCC, the MCB shall immediately transmit the ADCC and Form HUD-52484, Development Cost Budget/Statement, to either: OFA, Attention: Subsidized Housing Programs Division, where there is no downward adjustment to the reservation; or RAD, where there is a downward adjustment.
- (2) Financial Reconciliation. The MCB shall compare the total funds advanced plus interest to DOFA (for loan projects) as reflected in RHPS, to the ADCC amount and prepare a letter for the HDD Director's signature advising the PHA of ADCC approval and the MCB's determination. For Mutual-Help (MH) projects, the OIP shall compare the total funds advanced plus interest to DOFA (for loan projects),

plus net MH Contribution less MH Contribution draw, to the ADCC amount and prepare a similar letter. If there is a deficiency in funding (funds due the PHA), the MCB shall review its files and any OFA reports to determine if the PHA owes HUD excess financing on any other project in development. If the PHA owes any excess financing, the PHA will be advised that it may not requisition the amount due until it has repaid all outstanding advances. upon a showing of satisfactory evidence that the excess financing has been repaid, the PHA will be advised to requisition the amount due. If it is determined that the PHA has been advanced excess funds, the PHA will be advised of the amount and OFA will

bill the PHA directly. The PHA shall notify the Field Office of the date, amount and means of the repayment (wire transfer or check) and send a copy of the letter to OFA.

3-7. MODERNIZATION REQUISITIONS.

- a. Required Documents. The Field Office PHD (or IHC) shall not process any requisitions for modernization funds where:

- (1) The latest required Form HUD-52826, Schedule/Report of Modernization Expenditures, including any required narrative report on management improvements, is overdue (more than 45 calendar days after the end of each quarter), unless the first required report is not yet due;
- (2) The required Project Implementation Schedule is overdue (more than 60 calendar days from the date that the PHA is notified of funding approval); and
- (3) The initiation of the fiscal audit is overdue (more than 90 days after the PHA's fiscal year end) and initiation of the audit is within the PHA's control.

- b. Responsibility. The Director, PHD (or IHC) is responsible for ensuring that requisitions are reviewed and approved in a timely manner.

9/91

3-6

7560.1 REV-1
CHG-1

- c. Review. The Director, PHD (or IHC) shall date stamp each Form HUD-5402A (not the cover letter) on the day it is received and establish a tracking log which the Director shall use to monitor timely processing and entry of the requisition into RHPS. The Housing Management Specialist, General

- * Engineer, Financial Analyst, Resident Initiatives Coordinator and Modernization Coordinator as * designated by the Director shall review the requisition in conjunction with the following:

- (1) The latest HUD-approved modernization budget to ensure that payment is requested only for work items in the approved budget;

- * (2) The latest Status of Requisition Report (Appendix 4, Exhibit D) and the Project Financing Report to ensure consistency with

the budget and previous requests; *

- (3) The report from the latest on-site monitoring visit of physical and management improvement work to determine that work progress and quality are acceptable for payment;
- (4) The PHD (or IHC) contract file to ensure that the PHA has complied with the threshold requirements for prior HUD approval of various contract documents and has forwarded copies of executed architect's/engineer's contracts, construction contracts and change orders to the Field Office;
- (5) The sufficiency of the PHA's total fidelity bond coverage to accommodate the modernization funds to be provided. This review should be done every three years; and

* (6) The HUD executed Technical Assistance Grant (TAG) and the latest RC/RMC quarterly report (only for Resident Initiatives Programs).

- d. Reconciliation. The PHD (or IHC) shall periodically reconcile Field Office payment authorizations in RHPS with requisition logs and reports from PHAs. Reconciliations should be performed by staff other than those approving or entering requisitions in RHPS. *

3-7

9/91

7560.1 REV-1
CHG-1

e. Action.

- (1) After review, the reviewers shall initial and date the cover review sheet and forward Form HUD-5402A to the Director for approval, approval with modification, or disapproval. No entries shall be made into RHPS without prior approval by the Director. The person(s) who reviews and enters the requisition into RHPS shall be a different person from the one who approves the requisition.
- (2) If approvable, the Director shall sign and date the Form HUD-5402A to authorize entry into RHPS. After approval, the designated PHD (or IHC) staff person shall enter the amounts into RHPS, enter the Data Entry Initials and Date Entered on Form HUD-5402A and stamp "Entered" on the HUD-5402A and supporting documentation. The approval letter generated

by RHPS shall be dispatched over the signatures of the Director. If the requisition is modified or disapproved, a letter shall be prepared for the signature of the Director explaining the reasons for the modifications or disapproval.

- f. Form HUD-53001, Actual Modernization Cost Certificate (AMCC). See CIAP Handbook 7485.1 REV-4 regarding PHA remittance of excess funds. The PHD (or IHC) shall use RHPS data on cumulative funds requisitioned for a modernization project to verify total funds advanced as reported by the PHA on the AMCC.

3-8. FIELD MONITORING. In addition to the review steps outlined in paragraphs 3-6b, 3-7c and 3-7d, the MCB and PHD (or IHC) shall run the following RHPS reports.

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- * a. On a weekly basis, the Field Office shall run the Status of Requisition Report (Main Menu #5, Special Reports Menu Item #4) to determine the status of all requisitions and to ensure the validity of all requisitions. The Field Office shall maintain this report in a special Branch file, called RHPS Status of Requisitions Report file.

9/91

3-8

7560.1 REV-1
CHG-1

- b. On a monthly basis, the Field Office shall run the Project Financing Report (Main Menu #5, Special Reports Menu Item #6) for actively requisitioning Projects. The Project Financing Report shall be maintained in a special Branch file called RHPS Project Financing file.
- c. These reports shall be used to monitor the draw of cash, funds in excess of the immediate needs, and duplicate payments.

3-9. RESOLUTION OF RHPS OPERATIONAL PROBLEMS. The following offices may be notified to resolve RHPS operational problems:

- a. For system Problems:

- (1) Computer Communications - Regional Management Information Division or Management Systems Division; also, Users Assistance Branch (UAB) in Headquarters,

- (2) RHPS Software - UAB in Headquarters.
- (3) Hardware (Terminal/Printer) - Local Automated Technology Administrator (ATA) or UAB in Headquarters.
- (4) User Access - Systems Staff, OFA, in Headquarters.

b. For data Problems within RHPS:

- (1) ACC - Regional Accounting Division (RAD) for data within AHAS and PAS. Subsidized Housing Programs Division (SHPD), OFA, in Headquarters for conflicting data between AHAS/PAS and RHPS.
- (2) Development Cost Budget/Actual Development Cost - SHPD, OFA, in Headquarters.
- (3) Project Financing/Collections - SHPD, OFA, in Headquarters.
- (4) Payee Information - RAD for corrections to LOCCS, which transfers payee data to RHPS.
- (5) Deposit Tracing - SHPD, OFA, in Headquarters.

3-9

9/91

7560.1 REV-1
CHG-1

3-10. SECURITY.

- a. MAPPER/RHPS User ID Code and Password. All individuals with responsibility for entry shall have a unique and personal MAPPER/RHPS User ID code and password. The MAPPER/RHPS User ID is personally assigned to the user and authorizes the user to perform certain functions in RHPS. The execution of any RHPS transaction is directly linked to the RHPS user. Therefore, any requisition transaction by the RHPS user is considered as authorizing disbursement of Federal funds to PHAs. It is extremely important to protect any authorized use of the MAPPER/RHPS User ID.
- b. In obtaining a MAPPER/RHPS User ID and password, the following procedure shall be followed:
 - (1) The user shall complete the User Registration Form (Appendix 5), obtain the supervisor's signature and submit it to the Regional Public Housing or OIP Director for approval.

- (2) The Regional Public Housing shall submit the approved User Registration Form (Appendix 5) to the RHPS System Administrator, OFA, Headquarters. The OIP Director shall forward the approved User Registration Form (Appendix 5) to Headquarters, Office of Indian Housing (OIH) for concurrence. In turn, OIH shall submit the approved User Registration Form (Appendix 5) to the RHPS System Administrator, OFA, Headquarters.
- (3) The RHPS System Administrator will notify the user upon acceptance of the MAPPER/RHPS User ID and password.
- (4) The RHPS user shall immediately change the user password upon initial access to RHPS.

c. User Guidelines. All RHPS users shall:

- (1) Not share User IDs and passwords with anyone.
- (2) Not write down User IDs and passwords.
- (3) Log-off of a terminal that will be left unattended.

9/91

3-10

7560.1 REV-1
CHG-1

- d. The Individual User Password. This password is controlled by the individual RHPS users in each office and it is the responsibility of the individual user to change his/her user password at least every 21 calendar days.
- e. Changing Passwords. The RHPS User is responsible for changing his/her user password. At a minimum, the user shall change passwords every 21 calendar days and select a password that is at least six characters long that will be easy to remember, but not easy for someone else to guess. It is recommended that a "pass sentence" that is at least six words be used to create a password. The password will be the initial letters of each word in sequence of the pass sentence. For example, a password such as IwbiNC means "I was born in North Carolina." The pass sentence My father, William, had 1 daughter" equated to the password MfWhld.

* Instructions for establishing and changing the individual RHPS user password may be found in Appendix 9.

f. Disabled User Registration. The following are the four main circumstances under which the user registration is disabled:

1. The user does not access the system for more than 21 days. If the new user attempts to access the system any time after the initial 21 days, the user registration is automatically disabled. The user must complete the User Registration Form, Appendix 5 to be re-enabled in the system.
2. The user fails to enter a valid six character password; this constitutes an invalid entry. If a user attempts to access the system and fails to enter the matching personal password within three attempts, the user is automatically disabled.
3. The user does not enter the correct password within three attempts. If on the fourth attempt a user enters an invalid password, the user registration is disabled and must complete a User Registration Form, Appendix 5 to be re-enabled in the system.

3-11

9/91

7560.1 REV-1
CHG-1

4. The user does not change his/her correct password within 21 days. Seventeen days after the last password change, a message will be displayed on the password entry screen to notify the user to change the password as soon as possible. The user will receive this message continually through the 21st day of the cycle. *
- f. Deleting User Access. If the user does not require access to RHPS, for any reason, the Director, HDD for development or the Director, PHD (or IHC) for modernization shall immediately complete the User Registration Form (Appendix 5). The "Delete" box shall be checked, and the Form submitted to the Regional Public Housing Director or OIP Director for his/her records. The Form must be forwarded by the Regional Office/OIH to the RHPS System Administrator, OFA within 24 hours.
- g. Monitoring User Access.
- (1) The Director, PHD (or IHC) along with the Regional Public Housing or OIP Director shall ensure that only those persons with a current

operational need have authorization to access RHPS.

- (2) By March 1 and September 1 of each year, the Regional Office of Public Housing and the OIP Director shall provide to OFA a list of all valid Regional and Field Office RHPS users in that particular Region. The list shall contain the user's name the Regional or Field or Indian Office name and telephone number, and be forwarded to OFA in Headquarters, Attention: RHPS System Administrator (for Indian Programs, the list of valid RHPS users should be submitted through OIH).

9/91

3-12

7560.1 REV-1
CHG-1

3-11. ROLE OF REGIONAL OFFICE.

- a. Monitoring and Training. Requisitions no longer are approved by the Regional Office. However, the Regional Offices of Public Housing and Housing are responsible for monitoring Field Offices processing
- * of modernization (including the Resident Initiatives Program) and development requisitions.* Indian Programs Offices will be reviewed by OIH. During the annual performance evaluation of each Field Office, the Regional Office shall, at minimum, determine that:
- * (1) Request for funds are being processed in accordance with this Handbook and the entries into RHPS are accurate, based on a reasonable sample of development and modernization requisitions and RHPS reports; *
- (2) There is a system of "checks and balances" in place that the approving official is different from the reviewing and/or entry staff;
- (3) Each designated Field Office staff are properly trained to use RHPS and, if not, the necessary training has been arranged; and
- * (4) All designated RHPS users and designated alternates have an individual user password. *
- b. Monitoring for Excess Advances and Duplicate Payments. Each Regional Office of Public Housing is responsible for the Field Office excess advances and duplicate payments. Duplicate payments are defined as a requisition payment for the same amount, contract type, account and PHA project with

Treasury payment dates within five working days of each other. The Regional Office of Public Housing shall use the Status of Requisition Report (Main Menu #5, Special Reports Menu #4) to obtain a sample of requisitions in the Region. Offices of Indian Programs will be monitored by Headquarters.

3-13

9/91

7560.1 REV-1
CHG-1

- c. Maintenance of RHPS User List. Each Regional Office of Public Housing is responsible for concurring in Field Office requests for MAPPER/RHPS identification codes and forwarding such requests to OFA (see paragraph 3-3). The OIP Director is responsible for maintaining the RHPS User List and forwarding such request through OIH to OFA. See paragraph 3-10g(2) for submission of the RHPS user list.

3-12. RECORDS DISPOSITION. Copies of Forms HUD-5402A, supporting documentation, and other materials relating to fund requisitions shall be retired to the Federal Records Center one year after approval of Form HUD-52427, ADCC, or Form HUD-53001, Actual Modernization Cost Certificate. These records should be destroyed six years and three months after being sent to the Federal Records Center.

9/91

3-14