
CHAPTER 2. HUD STAFF RESPONSIBILITIES

2-1. HEADQUARTERS

- A. Urban Homesteading Team, Rehabilitation Loans and Homesteading Division, Office of Urban Rehabilitation, CPD.

The Urban Homesteading Team in the Office of Urban Rehabilitation (OUR), Community Planning and Development (CPD), prepares regulations, develops program policies and operating procedures, prepares assignments to Regional offices of Section 810 funds, provides training and technical assistance to HUD and local staffs, monitors and evaluates the Urban Homesteading Program, and prepares reports for the Secretary and Congress as required.

- B. Single Family Property Disposition Division, Housing

The Single Family Property Disposition Division (PD) in the Office of Single Family Housing develops program operating procedures in coordination with the Urban Homesteading Team for the listing of Secretary-owned properties, establishing fair market value, transferring Secretary-owned properties for use in HUD-approved homesteading programs and transmitting sales closing documents to the appropriate Urban Homesteading Coordinator to permit reimbursement of the HUD-FHA mortgage insurance fund, or the Section 312 revolving loan fund.

- C. Office of Finance and Accounting, Administration

The Office of Finance and Accounting (OFA) maintains control over funds apportioned and allotted for the Section 810 program, develops accounting procedures for use by the Regional Accounting Divisions (RADs), provides technical advice and assistance to the RADs and Field Offices, and prepares reports providing financial and budgetary information to the office of Management and Budget, the Department of the Treasury, and HUD Headquarters Managers.

- D. Office of Assisted Housing and Community Development, General Counsel

The Office of Assisted Housing and Community Development in the Office of General Counsel (OGC) assists the Urban Homesteading Team in the interpretation of legislative intent and the conformance of program regulations and operating procedures to statutory requirements. OGC also advises the Regional Counsel, Chief Counsel, and/or Chief Attorney (hereinafter called Field Counsel except where needed specifically for jurisdictional emphasis) as

needed in reviewing legal documents and other matters associated with the homesteading program and providing advice and technical assistance to LUHAs on legal matters.

2-2. REGIONAL OFFICE

A. Regional Administrator

The Regional Administrator is responsible for the management of the Urban Homesteading Program within the Regional Office's jurisdiction. The Regional Administrator:

1. makes subassignments of Section 810 funds to Field Offices;
2. monitors Field Office program management; and
3. supervises the activities of the Regional Counsel, the Regional Housing Office, the Regional CPD Office and the Regional Accounting Division (RAD) as they relate to Urban Homesteading Program management and fund control.

B. Regional CPD Office

The Regional Director for CPD coordinates the activities of Regional Office staff and acts as liaison between the Region and Headquarters staff in managing the Urban Homesteading Program. The Regional Director for CPD:

1. appoints a Regional Urban homesteading Coordinator located in the Regional Office;
2. evaluates Field Office performance;
3. develops annual funding plans and recommends subassignments to Field Offices for approval by the Regional Administrator;
4. manages fund use and progress reporting systems and recommends reassignment of funds to and from Field Offices for approval by the Regional Administrator;
5. provides technical assistance to Field Office staff and develops and implements Regional training plans;
6. maintains liaison with the Regional Director of Housing, Regional Counsel and Regional Accounting Division (RAD); and
7. maintains records and prepares reports for Headquarters staff as required.

C. Regional Urban Homesteading Coordinator

The Regional Urban Homesteading Coordinator has primary liaison responsibility between Field Office's and Headquarters. The Regional Urban Homesteading Coordinator:

1. assists in the preparation of the annual funding plan for Urban Homesteading and prepares requests for additional funds based on Field Office needs of existing and new LUHAs.
2. oversees fund use and recommends to the CPD Director reassignment of funds to and from Field Office's.
3. provides guidance and technical assistance to Field Office Urban Homesteading Coordinators on Urban Homesteading related matters.
4. acts as chief liaison between CPD and the Regional Accounting Division (RAD) and the Regional Property Disposition Branch.
5. monitors Field Office performance in managing the Urban Homesteading Program.
6. prepares reports for Headquarters staff as required, including the monthly and annual Funds Use Reports.

D. Regional Counsel

The Regional Counsel provides advice and guidance as necessary to Field Counsel on legal matters connected with the Urban Homesteading Program.

E. Regional Housing Office

The Regional Director for Housing provides advice and guidance to the Field Office Property Disposition Branch on appropriate property disposition activities in conjunction with the Urban Homesteading Program.

F. Regional Accounting Division

The Regional Accounting Division performs fiscal and accounting functions for the Urban Homesteading program in accordance with procedures prescribed by OFA. Functions performed by the RAD include validation of subassignments and reservations, processing disbursements, and recording all transactions in the accounting records.

G. Regional FHEO Office

Regional FHEO conducts periodic reviews of the Homestead Program to determine a LUHA's compliance pursuant to Title VI of the Civil Rights Act of 1964, Executive Order 11063, Title VIII of the Civil Rights Act of 1968, as amended; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975, which respectively prohibit discrimination on the basis of sex, race, creed, religion, color, national origin, handicap, or age in any program or activity under 24 CFR Part 590; Section 562 of the Housing and Community Development Act of 1987, and reviews LUHAs' affirmative marketing efforts.

2-3. FIELD OFFICE

A. Field Office Manager

The Field Office Manager, or Regional Administrator in co-located offices, is responsible for the management of the Urban Homesteading Program within the Field Office's jurisdiction. Specifically, the Field Office Manager:

1. recommends an annual funding plan to the Regional Administrator and requests funds for new LUHAs;
2. approves or disapproves Local Urban Homesteading Programs;
3. executes Urban Homesteading Agreements and Amendments;
4. sanctions or conditions Urban Homesteading Agreements to LUHAs in consultation with Headquarters;
5. supervises the activities of the Field Counsel, the Housing Management Division, the CPD Division, and the Fair Housing and Equal Opportunity Division (FHEO) as they relate to Urban Homesteading management.

B. CPD Division

The CPD Division Director:

1. appoints an Urban Homesteading Coordinator;
 2. recommends an annual Homesteading funding plan to the Field Office Manager;
 3. recommends approval or disapproval of initial program applications and annual requests for program participation, prepares Urban Homesteading Agreements and Amendments, and conditions or other appropriate sanctions, to the Field Office Manager;
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4. supervises the activities of the Program Management and Program Support staffs as they relate to Urban Homesteading program management;
5. monitors local homestead agency program management; and
6. closes out Urban Homesteading Programs.

C. Urban Homesteading Coordinator

The Urban Homesteading Coordinator has lead staff responsibility for liaison with the LUHA, VA, FmHA, HUD Headquarters and HUD Regional Office staff, and coordinates the activities of the Field Counsel, CPD Division, Housing Management Division, FHEO Division and Environmental Officer as they relate to Urban Homesteading program management. The Urban Homesteading Coordinator:

1. assists applicants in the preparation of their homesteading program designs and reviews applications and annual requests for participation;
 2. recommends approval or disapproval of initial program applications and annual requests for program participation to the CPD Director in consultation with Property Disposition (PD) staff and the Property Management staffs of VA and FmHA;
 3. monitors program progress, evaluates performance annually, corresponds with LUHAs and maintains records and program files with appropriate data;
 4. prepares Urban Homesteading Agreements and amendments and recommends conditions and any other sanctions, as needed, to the CPD Director;
 5. prepares fund reservation and obligation documents for processing by the RAD;
 6. notifies the HUD PD staff, FmHA and VA of fund availability for property transfers and coordinates homesteading activities between them and the LUHAs;
 7. provides technical assistance and training to LUHA staff;
 8. maintains records and prepares reports for Regional Office and Headquarters staff as required; and
 9. prepares program close-out documents.
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D. Environmental Officer

The Environmental Officer (EO) provides advice and guidance to the Urban Homesteading Coordinator and the LUHAs on procedures to enhance and protect the environment through the Urban Homesteading Program. The EO:

1. assists in pre-application technical assistance and application review, as necessary; and
2. assures the Field office Manager of compliance with the Department's responsibilities under 24 CFR Part 50 and the Coastal Barrier Resources Act of 1982 and the Flood Disaster Protection Act of 1973.

E. Property Disposition Branch, Housing Management

The Chief Property Officer supervises property disposition staff to support the Urban Homesteading Coordinator and:

1. provides an initial list of Secretary-owned properties requested by an applicant for planning purposes;
2. provides data on the availability of HUD properties so the Urban Homesteading Coordinator can complete the review of applications and the annual requests for continuing program participation;
3. notifies LUHAs and the Urban Homesteading Coordinator within ten (10) days of HUD's acquisition of properties in homesteading neighborhoods;
4. determines fair market value of each property to be transferred, and provides appropriate data regarding the availability of HUD properties to aid the Urban Homesteading Coordinator in developing the annual fund allocation plan; and
5. prepares closing statement packages to assure reimbursement to the FHA insurance fund and the Section 312 loan fund and transfers properties to LUHAs.

F. Legal Division

The Field Counsel provides advice and guidance to the Urban Homesteading Coordinator and LUHAs on legal matters in the Urban Homesteading Program. The Field Counsel:

1. assists the Urban Homesteading Coordinator in pre-application technical assistance with respect to legal matters and

generally provides advice upon request concerning program operations; and

2. reviews all contract conditions and all correspondence concerning other corrective or remedial actions and program approval and amendment documents, including, upon request, Urban Homesteading Program Participation Agreements, the LUHA's conditional and fee simple conveyance documents, the Homesteader Agreement, and the written agreement between the applicant and the LUHA, for compliance with statutory and regulatory requirements before program approval by the Field Office Manager (see Chapter 4, paragraph 4-4).

G. Fair Housing and Equal Opportunity Division

FHEO provides advice and guidance to the Urban Homesteading Coordinator and the LUHAs on procedures to enhance equal opportunity and equitable treatment in the Urban Homesteading Program. The FHEO Division:

1. assists in pre-application technical assistance relative to civil rights, non-discrimination and affirmative marketing provisions cited in 24 CFR 590.11(d)(5); and recommends approval or disapproval of applications based on civil rights concerns.
2. monitors, evaluates, and provides advice about applicants'/LUHAs' performance in meeting civil rights requirements in their community development and housing programs and in their efforts to promote equal housing opportunity.