

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

Special Attention of: Regional Administrators; Transmittal Handbook No.:  
Directors, Offices of Public Housing 7560.1 REV-1  
and Housing; Directors, Offices of CHG-1  
Indian Programs; Chiefs, Mortgage Issued: September 30, 1991  
Credit Branches; Directors, Public  
Housing Divisions, Field Office  
Managers; Public Housing Agencies; Indian  
Housing Authorities; Resident Management Corporations

1. This Transmits Page changes to Chapters 1, 2, and 3 of the Public and Indian Housing Development and Modernization Fund Requisition and Financing Handbook 7560.1 REV-1, CHG-1 dated 9/91.

2. Explanation of Material Transmitted:

Changes are provided to incorporate references to Resident Councils (RCs) and Resident management Corporations (RMCs). Other changes have been made to eliminate requirements for submission of invoices with requisitions, to require financial reconciliation that avoids possible duplicate payments, and to require improved computer system security.

3. Significant Changes:

- Adds Resident Council (RC) and Resident Management Corporation (RMC) as recipients of Resident Management funds as a subcategory of Comprehensive Improvement Assistance Program (CIAP) funding.
  - Adds the RC/RMC requirements for submission of Form HUD-5402A.
  - Adds the review and approval authority of RC/RMC fund requisitions.
  - Deletes the Field Office requirement to run the Requisition in Process Report with all requisitions. The requirement to run this report was eliminated because of the new software change in the Rapid Housing Payment System (RHPS) to detect duplicate payments is operational. The software modification continues the option to allow Field Office staff run this report as needed.
  - Provides revised security and password instructions.
  - Requires the Field Office to reconcile every payment requisition.
  - Deletes requirements for invoices.
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4. Filing Structures:  
Handbook 7560.1 REV-1

Handbook 7560.1 REV.  
CHG-1

Remove: Page 1-1 and  
Page 1-2 dated 5/90  
Page 2-1  
dated 5/90  
Page 2-2  
dated 5/90  
Page 2-3  
dated 5/90  
Chapter 3  
dated 5/90  
Page 4-1  
dated 5/90

Insert: Page 1-1 dated 9/91  
Page 1-2 dated 5/90  
Page 2-1  
dated 9/91  
Page 2-2  
dated 9/91  
Page 2-3  
dated 9/91  
Chapter 3  
  
Pages 4-1 and  
4-2 dated 9/91

Appendix 8  
dated 9/91  
Appendix 9  
dated 9/91

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Assistant Secretary for Public  
and Indian Housing

9/91

W-3-1, W-2(H), W-3(H), R-1, R-2, R-3, R-3-1(PIH&H),  
R-3-2, R-3-3, R-6, R-6-1, R-6-2, R-7, R-7-1, R-7-2, R-9, R-9-1,  
138-2, 138-7, RMCs  
  
HUD-23 (9-81)  
W-3-1 Directives Management Officers--Headquarters and Regions,  
library, ACIR (Advisory Commission on Intergovernmental  
Relations)  
W-2 HQ Office Directors, Special Assistants,  
those reporting directly to Assistant Secretaries  
W-3 HQ Division Directors, those reporting directly to Office  
Directors, multiple copies for staff  
R-1 Regional Administrators, Deputy Regional Administrators  
R-2 Office Directors, Principal Assistants in Regional  
Administrators' offices  
R-3 Bulk shipment to Regional Offices  
R-3-1 Bulk shipment to Regional Offices for selective  
distribution by program area  
R-3-2 Directors, Administrative Services Divisions and  
Administrative and Management Services Divisions, and  
Administrative staffs  
R-3-3 Category D offices - bulk  
R-6 Category A offices - Office Managers and Deputy Office

Managers

- R-6-1 Category A offices - bulk
- R-6-2 Category A offices - Division Directors
- R-7 Category B offices - Office Managers and Deputy Office

Managers

- R-7-1 Category B offices - bulk
- R-7-2 Category B offices - Division Directors
- R-9 Directors and Deputy Directors, Offices of Indian Programs
- R-9-1 Offices of Indian Programs - bulk

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

Transmittal Handbook No.: 7560.1 REV-1

Special Attention of: Regional Administrators;  
Regional Public Housing Directors;  
Regional Housing Directors; Indian Housing            Issued: May 31, 1990  
Program Directors; Assisted Housing  
Management Branches; Mortgage Credit  
Branches; Field Office Managers; Public  
Housing Agencies/Indian Housing Authorities

1. This Transmits

Public and Indian Housing Development and Modernization Fund  
Requisition and Financing Handbook 7560.1 REV-1, dated 5/90.

2. Explanation of Material Transmitted:

- a. Provision of policies and procedures for requisition of development and modernization funds by Public Housing Agencies (PHAs) and Indian Housing Authorities (IHAs), under the Rapid Housing Payment System (RHPS).
- b. Provision of review, processing and monitoring instructions to HUD Field and Regional Offices.
- c. Provision of historical information on financing of public and Indian Housing development and modernization, as well as current information on bonds and Federal Financing Bank obligations which still are outstanding for some projects.

3. Cancellation:

Low-Rent Housing Financing Handbook 7560.1, dated 6/1/69;  
Transmittal 1, dated 6/30/69; Transmittal 3, dated 5/20/70;  
Supplement 3, Transmittal 3 ' dated 9/9/70; Supplement 3,  
Transmittal 6, dated 6/7/71; Supplement 3; Transmittal 9,  
dated 7/12/72; Supplement 3, Transmittal 11, dated 11/21/73;  
Transmittal 16, dated 11/4/75; Transmittal 20, dated  
10/02/86. Notice PIH 88-24 (IHA), dated 7/26/88.

4. Filing Instructions:

Remove:	Insert:
Handbook 7560.1, dated	Handbook 7560.1 REV-1 dated

6/69, and All Transmittals  
Supplements, and Changes

5/90

General Deputy Assistant Secretary  
for Public and Indian Housing

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W-3-1, W-2 (H), W-3(H), R-1, R-2, R-3, R-3-1 (PIH&H),

R-3-2, R-3-3, R-6, R-6-1, R-6-2, R-7, R-7-1, R-7-2, R-9, R-9-1, 138-2

138-7

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Managers

R-7-1 Category B offices - bulk

R-7-2 Category B offices - Division Directors

R-9 Directors and Deputy Directors, Offices of Indian Programs

R-9-1 Offices of Indian Programs - bulk