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Special Attention of:  
All FHEO Region Directors  
All Associate General Counsel  
All FHEO Staff

**Transmittal** for Handbook No.: 8024.01, REV-2  
Issued: May 11, 2005

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1. This Transmits

one new chapter and four revised chapters of the Title VIII Complaint Intake, Investigation, and Conciliation Handbook, 8024.01. The original handbook was published in 1995, and included six chapters: Jurisdiction, Complaint Intake, Special Intake, Conciliation, Planning and Conducting the Investigation, and Administrative Closures. Two chapters were added in 1998; Theories of Discrimination and Analysis of Specific Cases.

One new chapter, Chapter 10, Preparation of the Case File has been added, and four chapters: Chapter 4, Complaint Intake; Chapter 7, Planning and Conducting the Investigation; Chapter 9, Administrative Closures; and Chapter 11, Conciliation, have been revised and updated to reflect current FHEO guidance.

Chapter 10: Preparation of the Case File, provides guidance to FHEO staff on the organization and placement of evidence in the investigative case file, including privileged and confidential information.

Chapter 4: Complaint Intake, combines and revises Chapters 4 and 5 from the 1995 edition of the Handbook, and provides updated and revised guidance for complaint intake activities and special intake issues, previously contained in Chapter 4 (Complaint Intake) and Chapter 5 (Special Intake).

Chapter 7: Planning and Conducting the Investigation, Chapter 9, Administrative Closures, and Chapter 11, Conciliation, have been updated to include current FHEO policies and practices.

Remove Chapters 4,5, 7, 9 and 11 and insert Handbook 8024.01, REV-2, Chapters 4, 7, 9, 10 and 11, with Appendices.

Assistant Secretary  
for Fair Housing and Equal Opportunity

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