

the approval and recertification applications from Single Family Title I and Title II lenders, and multifamily lenders for participation in FHA programs. An additional function is the administration of the Institution Master File system, which is used to track the status of lenders and their various authorities and also "feeds" lender data to over twenty of HUD/FHA's other data systems.

F. Grants: Every year, the Office of Single Family Housing issues a Notice Of Funding Availability (NOFA) for the single family housing counseling program. This competitive funding program is part of HUD's annual SuperNOFA publication that announces funding programs developed throughout the Department. In any given year, however, Congress may authorize funds for additional grant programs. The Assistant Secretary for Housing is the Grant Officer and thus the sole official responsible for making grantee selections. Other grant functions include developing criteria for grant applications, rating and ranking proposals, and selecting government technical representatives to oversee performance under the grant contracts. Once a grant is awarded, functions include monitoring a grantee's compliance with the agreement, modifying a grant, terminating a grant for non-compliance, and closing out a grant in the usual course. The Assistant Secretary will retain and not redelegate the authority of the Grant Officer to make selections of grantees or to approve recipient noncompetitive grants.

G. Program Demonstrations: Periodically, the Congress enacts legislation authorizing HUD to conduct a program on a demonstration basis. The purpose of the demonstration is essential to test the viability of a new program or product on a limited basis, e.g., by geography, case volume, or time. Functions related to demonstration programs include developing program criteria, implementing the program, monitoring activities and results, preparing any required reports to the Congress, and closing out the demonstration program.

H. Property Disposition: Although most property disposition functions occur after HUD has acquired title to a property, there are exceptions that involve the pre-acquisition period. For example, in anticipation of acquiring title, HUD may decide to allow a family to remain in the conveyed property (*i.e.*, an occupied conveyance). Pre-acquisition decisions will then concern approving a lease and setting a rent level. Other decisions concern a

property's maintenance (or preservation) during the period of conveyance from a lender. HUD reviews claims for insurance benefits, and once these are paid, the Department obtains title to a property and assumes the responsibilities of an owner. Among other things, it maintains the property, paying taxes, utility costs, and prepares it for sale. Contractors perform property maintenance functions, with HUD monitoring the work. Sales are conducted pursuant to a bidding process with functions ranging from advertising the property to execution of the deed upon a sale. HUD regulations governing single family property dispositions are set forth at 24 CFR part 291. Consistent with current practice, the Assistant Secretary for Housing will not delegate the authority under 24 CFR 291.210(c), Direct sales to individuals or entities.

I. Debarments and Limited Denials of Participation: A participant or contractor or affiliate, other than a mortgagee, who fails to comply with HUD program regulations, rules, and/or procedures, can be denied the right to participate in a HUD program or programs. Procedures governing the nature and scope of proceedings for the issuance of a debarment or limited denial of participation are set forth in 24 CFR part 24. Only certain officials may issue such limited denials of participation pursuant to the process in the regulations.

Note: Mortgagees are subject to an independent sanction process set forth in 24 CFR part 25.]

Section III. Single Family Housing Programs—Summary of Delegations

In order to efficiently administer the business of single family housing, the Assistant Secretary is delegating broad authority to managers within the Office of Single Family Housing in Headquarters and in the Field. This section provides a summary of the delegations. The authority actually being delegated is set forth under section IV.

A. Headquarters: The Deputy Assistant Secretary and Associate Deputy Assistant Secretary oversee the operations of the Office of Single Family Housing. Accordingly, each is being delegated the authority to conduct all business related to these programs. Headquarters directors, to the level of the Division Director, will be delegated authority commensurate with their respective subject matter jurisdictions. These directors typically assist the Deputy Assistant Secretary in developing the policies, guidance, and

procedures pursuant to which single family programs are conducted. There are times, however, when Headquarters directors are required to review and decide upon a transaction. Some decisions warrant a Headquarters review and decision, notwithstanding that requests and transactions ordinarily originate and are decided in the Field. Headquarters may elect to review and decide upon cases that, for example, are of first impression, have national implications, require novel interpretations of guidance, or that have extraordinary monetary or other significance. The Assistant Secretary is re-delegating authority to Headquarters directors to allow them to function in these circumstances. The actual authority being delegated to the staff within each Office may be summarized as follows:

- The Director and Deputy Director of the Office of Single Family Housing Program Development will be delegated the authority to perform all of the functions listed in section II. A. (General), section II. B. (Production), section II. F. (Grants), and section II. G. (Program Demonstrations). Office Division Directors will be delegated authority to perform the following functions:

The Director of the Home Mortgage Insurance Division will be authorized to perform functions under section II. A. (General) and section II. B. (Production).

The Director of the Program Support Division will be authorized to perform functions under section II. A. (General), section II. F. (Grants), and section II. G. (Program Demonstrations).

The Director and Deputy Director of the Office of Single Family Asset Management will be delegated the authority in section II. A. (General), section II. C. (Loan Servicing and Loss Mitigation), and section II. H. (Property Disposition).

The Director of the Single Family Servicing and Loss Mitigation Division will be authorized to perform functions under section II. A. (General), and section II. C. (Loan Management and Loss Mitigation).

- The Director and Deputy Director of the Office of Lender Activities and Program Compliance will be delegated authority to perform the functions identified under section II. A. (General), and section II. D. (Quality Assurance) and section II. E. (Lender Approval and Recertification). Among other things, they may also issue credit watch letters, and conduct informal hearings under 24 CFR part 202, Approval of Lending Institutions and Mortgagees. The Director serves as a non-voting member to the MRB.