

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
HOUSING

NOTICE H 78-114 (HUD)

11/9/78
EXPIRES 5/31/79

TO: Regional Administrators, Directors Offices of
Regional Housing, Field Office Managers/Supervisors

SUBJECT: Regional and Field Office Review of Claims
Resulting From District Court Stipulated Order
in National Tenants Organization (NTO) v. HUD

1. Purpose. This Notice provides instructions to HUD Regional and Field Offices for the processing of claims which Public Housing Agencies (PHAs) will be required to submit in order for HUD to carry out the Court Stipulated Order in NTO v. HUD. The terms of the Order are described in Notice H 78-32 (PHA) which is attached.
2. Responsibilities. The following actions are required on the part of Regional and Field Offices:
 - a. Field Offices. Each Field Office's Assisted Housing Management Branch shall familiarize itself with the PHA Notice (including its appendices), so it can provide advice or assistance required by PHAs in giving notice to current and former tenants and in processing claims. In addition to these supportive functions, the Field Office shall:
 - (i) Contact PHAs to confirm their receipt of Notice H 78-32 (PHA) and their understanding that the 120 day notice period must commence prior to December 7, 1978.
 - (ii) Remind PHAs that all Summary Claim Forms must be submitted to Field Offices by not later than May 4, 1979. Field Offices shall ensure that this reporting requirement is met by all PHAs.
 - (iii) Field Offices shall review the information in Part "A" of the Summary Claim Form for each PHA to determine if any necessary follow-up is required. The following shall necessitate follow-up:

1. None or small number of claims submitted by current or former tenants in comparison to PHAs of similar size.
 2. None or very few claims validated in comparison with number of claims submitted.
- (iv) Request the PHA to review any claim in excess of \$675. If during the course of the review of a Summary Claim Form it becomes apparent that the PHA has not been properly processing claims as provided in Notice H 78-32 (PHA) corrective action is to be initiated sufficient to enable the Field Office to meet the deadline (see 2 a(vi)) for submittal of all Summary Claim Forms to the Region.
- (v) All "totals" shall be reviewed to ensure that the addition on the Summary Claim Form is correct.
- (vi) By not later than May 31, 1979, each Field Office shall forward to the Director, Office of Regional Housing a cover memorandum conveying a copy of each PHA's Summary Claim Form. The memo shall contain the following information:

1. Total number of PHAs to which Notice H 78-32 (PHA) applies under its jurisdiction and total number of PHAs for which Summary Claim Forms are being submitted. Any difference must be explained.
2. Combined total dollar amount for all PHAs for validated claims for:
 - a. The period 3/16/71 - 8/31/74
 - b. The period 9/1/74 - 9/26/75
3. Grand total dollar amount of all validated claims for all PHAs.

Field Offices shall retain a copy of all information forwarded under memorandum to the Regional Office.

- b. Regional Offices. The Director, Office of Regional Housing shall take the following specific actions in connection with the aforementioned information to be forwarded by each of its Field Offices by not later than May 31, 1979:

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- (i) Ensure receipt from each Field Office of the information to be forwarded.
 - (ii) Check each Field Office's totals.
 - (iii) By not later than June 15, 1979, the Director, Office of Regional Housing shall forward to the Deputy Assistant Secretary for Assisted Housing (Attn: Rental and Occupancy Branch) a cover memorandum conveying a copy of each Field Offices cover memorandum and a copy of the Summary Claim Form for each PHA. The memorandum shall contain the following information:
 1. The total number of PHAs to which Notice H 78-32 (PHA) applies under its jurisdiction and the total number of Summary Claim Forms being submitted. Any difference must be explained.
 2. Combined total dollar amount for all PHAs in the Region for validated claims for:
 - a. The period 3/16/71 - 8/31/74
 - b. The period 9/1/74 - 9/26/75
 3. Grand total dollar amount of all validated claims for all PHAs in the Region.

Regional Offices shall retain a copy of all information forwarded under memorandum to Headquarters.


Assistant Secretary for Housing-
Federal Housing Commissioner