

**Request for
Messenger Service**

U.S. Department of Housing
and Urban Development



INSTRUCTIONS: Indicate sequence of action by inserting a "1" in appropriate box below to show which action is first and "2" for that which follows.

Pickup From		Deliver To	
Name <i>John Kuban</i>		Name <i>Arnold Leonard</i>	
Location <i>1101</i>	Phone No.	Location <i>5239</i>	Phone No.
Sender Signature <i>[Signature]</i>		Recipient Signature <i>[Signature]</i>	
Date <i>10/10/83</i>	Time <i>10:00</i>	Date <i>10/10/83</i>	Time <i>11:00</i>

Check Box(s) Regarding Service Quality

Sender	Recipient
<input type="checkbox"/> Timely Pickup	<input type="checkbox"/> Timely Delivery
<input type="checkbox"/> Late Pickup	<input type="checkbox"/> Late Delivery

Comments:

*Mr. Kuban - 1101 + Arnold Leonard
Housing Administration*

Messenger Name:

- White - To be signed and returned to Courier
- Yellow - For receiving unit
- Pink - Copy for sending office
- Gold - To be returned to sending office

Previous editions are obsolete

Retain this record for three to six years.



02056 -

HUD-33 (10-84)
HB-2222.2 Rev. 1 &
HB-2222.3




U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-8000

OFFICE OF HOUSING

June 23, 2010

MEMORANDUM FOR: Russell Varnado, President, National Council of HUD
Locals 222

THROUGH: John Anderson, Chief, Labor Relations Branch, ARHLL

FROM: 
Theodore Ford, Director, Employee Support Services Division, HROT

SUBJECT: Reorganization – Office of Affordable Housing Preservation

In accordance with Article 5, Section 5.02 of the HUD/AFGE Agreement, this memorandum serves as notification to the Union that the Office of Housing is merging the Office of Affordable Housing Preservation (OHAP) with the Office of Multifamily Housing. In reviewing both Offices Programs, it has been determined that it is in the Department's best interest to have OHAP merge with the Office of Multifamily Housing Programs.

Under this reorganization, OHAP will continue to perform its current mission, and its employees will continue to perform their current duties. No organizational changes will be made below the current Deputy Assistant Secretary level and employees will continue to report to their current supervisors and managers, except for those employees who report directly to the new Associate Deputy Assistant Secretary. Their second level manager will become the Deputy Assistant Secretary for Multifamily Housing Programs.

Please submit any bargaining proposals you may have related to the proposed changes to the Labor Relations Branch within ten (10) calendar days after receipt of this memorandum. If you have any questions regarding this matter, please contact John Anderson on 202-402-3055.

Attachments



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-3000

GENERAL DEPUTY ASSISTANT SECRETARY FOR
ADMINISTRATION/CHIEF HUMAN CAPITAL OFFICER

APR - 7 2010

MEMORANDUM FOR: The Deputy Secretary

FROM: Janie L. Payne, General Deputy Assistant Secretary for
Administration/Chief Human Capital Officer, A *Janie L. Payne*

SUBJECT: **ACTION** Reorganization - Office of Affordable Housing
Preservation

This memorandum is to request your approval to reorganize the Office of Housing, Office of Affordable Housing Preservation (OAHP). This proposed action would merge OAHP with the Deputy Assistant Secretary (DAS) for Multifamily Housing Programs. Under this proposed reorganization, OAHP would continue to perform its current mission, but leadership and OAHP staff would report to the DAS for Multifamily Housing Programs.

Review of the Offices of Affordable Housing Preservation and Multifamily Housing Programs' organizations, functions and workloads and the Department's overall mission and goals, it is in the Department's best interest to have OAHP merge with the Office of Multifamily Housing Programs at this time. This proposed reorganization would improve the following:

- OAHP's workload is currently declining in regards to the M2M program and absent new legislation will continue to substantially decline over the next few years. Although OAHP is also managing the Green Retro-Fit Program, this Program was funded through the ARRA Act of 2009 and absent additional funding, there will be not future funding rounds and all funds will be expended within the next 24 months.
- Effective FY 2010, the tenant organizing funding program (formerly OTAG/ITAG) that was previously managed and staffed by OAHP is being transferred to the Office of Multifamily Housing Programs.
- In support of the Secretary's goal to create and preserve affordable rental housing, the Office of Multifamily Housing Programs is developing new initiatives and improving its current tools to preserve multifamily rental housing. It is imperative that the Department's preservation program be managed by one office to ensure the utmost effectiveness and efficiencies. It is important that our industry partners and Congress deal with central voice and office in regards to these preservation efforts.
- The multifamily assisted and non-assisted rental housing portfolio is under intense scrutiny based on the current market conditions. Based on that scrutiny, the Department is aggressively embarking on the development of a risk management program that includes new and revised policies for both development and asset management aspects of the portfolio. In that regard, OAHP and its contractors have the type of expertise that can assist the Office of Multifamily Housing Programs in developing and implementing these

policies and providing the necessary long-term oversight. Currently, the Office of Multifamily Housing Programs does not have the required in-depth expertise necessary for this initiative. We believe this will provide more efficiency in the use of the staff in both Offices.

- It is important to note that the Deputy Assistant Secretary of Multifamily Housing Programs is solely responsible for the overall management of the Department's assisted housing portfolio. It has been proven to be increasingly difficult to manage that portfolio when there are certain activities that involve the portfolio that are managed by entirely different office. It has resulted in conflicting policies and not effective use of the staff in order to best benefit the projects, constituents and the Department.

STAFFING/ORGANIZATION

Under this proposed reorganization, OAHP will merge with the Office of Multifamily Housing Programs. This action will have the following impacts:

- The current Deputy Assistant Secretary for OAHP will be reassigned to the position of Associate Deputy Assistant Secretary for Affordable Housing Preservation. The incumbent, instead of reporting to the Assistant Secretary for Housing, will report to the Deputy Assistant Secretary for Multifamily Housing Programs.
- No organizational changes will be made below the current Deputy Assistant Secretary level, i.e., employees will continue to report to their current supervisors and managers, except that, for those employees who report directly to the new Associate Deputy Assistant Secretary, their second level manager will become the Deputy Assistant Secretary for Multifamily Housing Programs.
- Current OAHP employees will continue to perform their current duties.
- Current Multifamily Housing employees will continue to perform their current duties.

HUMAN RESOURCE IMPACT

As a result of this reorganization, OAHP employees will be reassigned to a newly established organization code under the Office of Multifamily Housing Programs. It is anticipated that all OAHP employees will remain under their current position descriptions. There will be no impact on position titles, series, grade levels, or grade potentials.

RESOURCE ESTIMATION AND ALLOCATION PROCESS IMPLICATIONS

It is anticipated that the staffing will be included in the next Resource Estimation and Allocation Process Study Refresh.

DEPARTMENTAL CLEARANCES

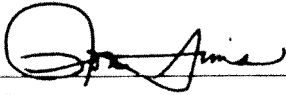
All relevant HUD officials have been consulted regarding this proposed reorganization of the Office of Affordable Housing Preservation. The only outstanding issue is the need for union notification. This process will be initiated should you approve this request.

RECOMMENDATION

I recommend approval of the request to reorganize the Office of Affordable Housing Preservation.

Attachments

DECISION



Approve

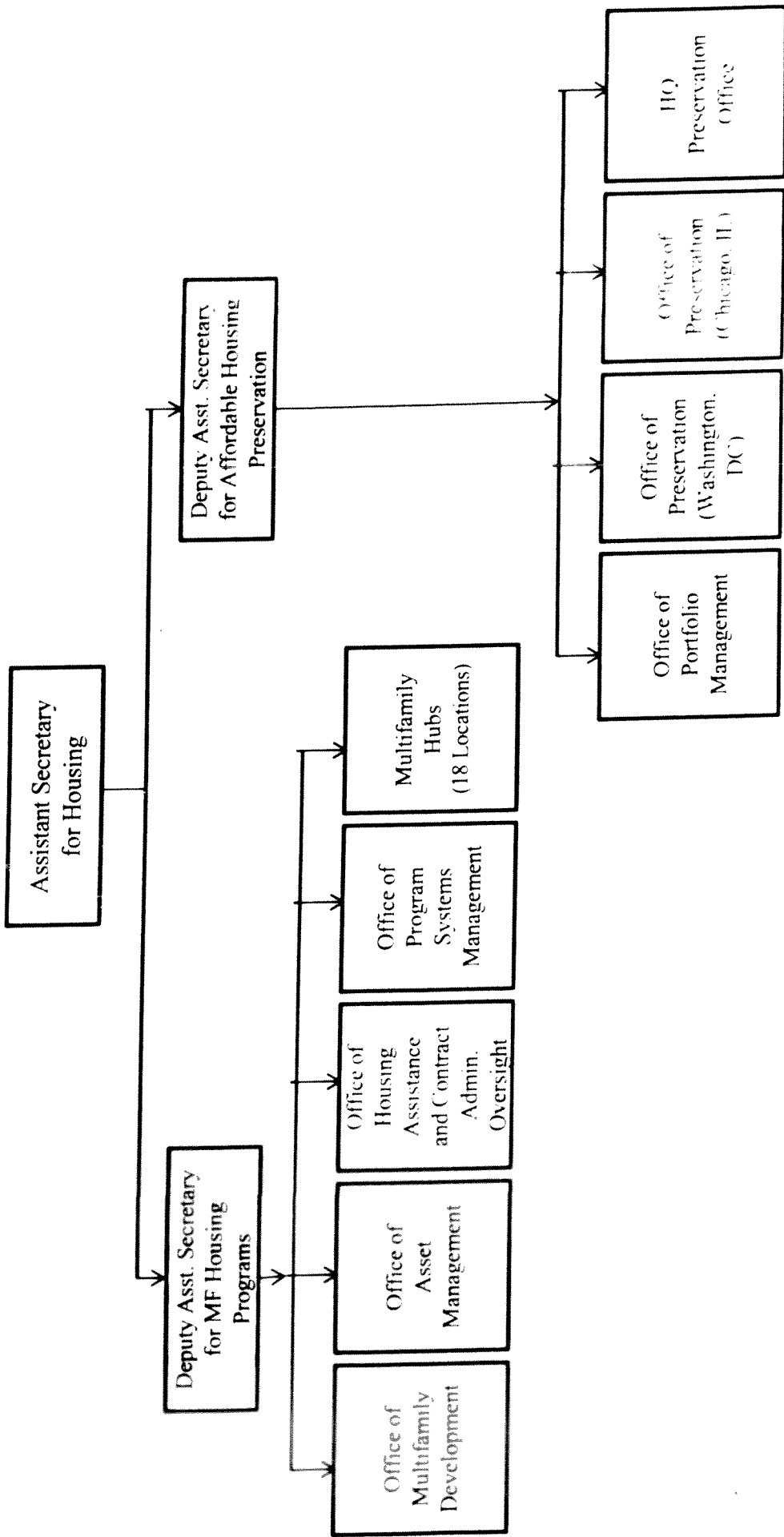
Disapprove

APR 9 2010

Date

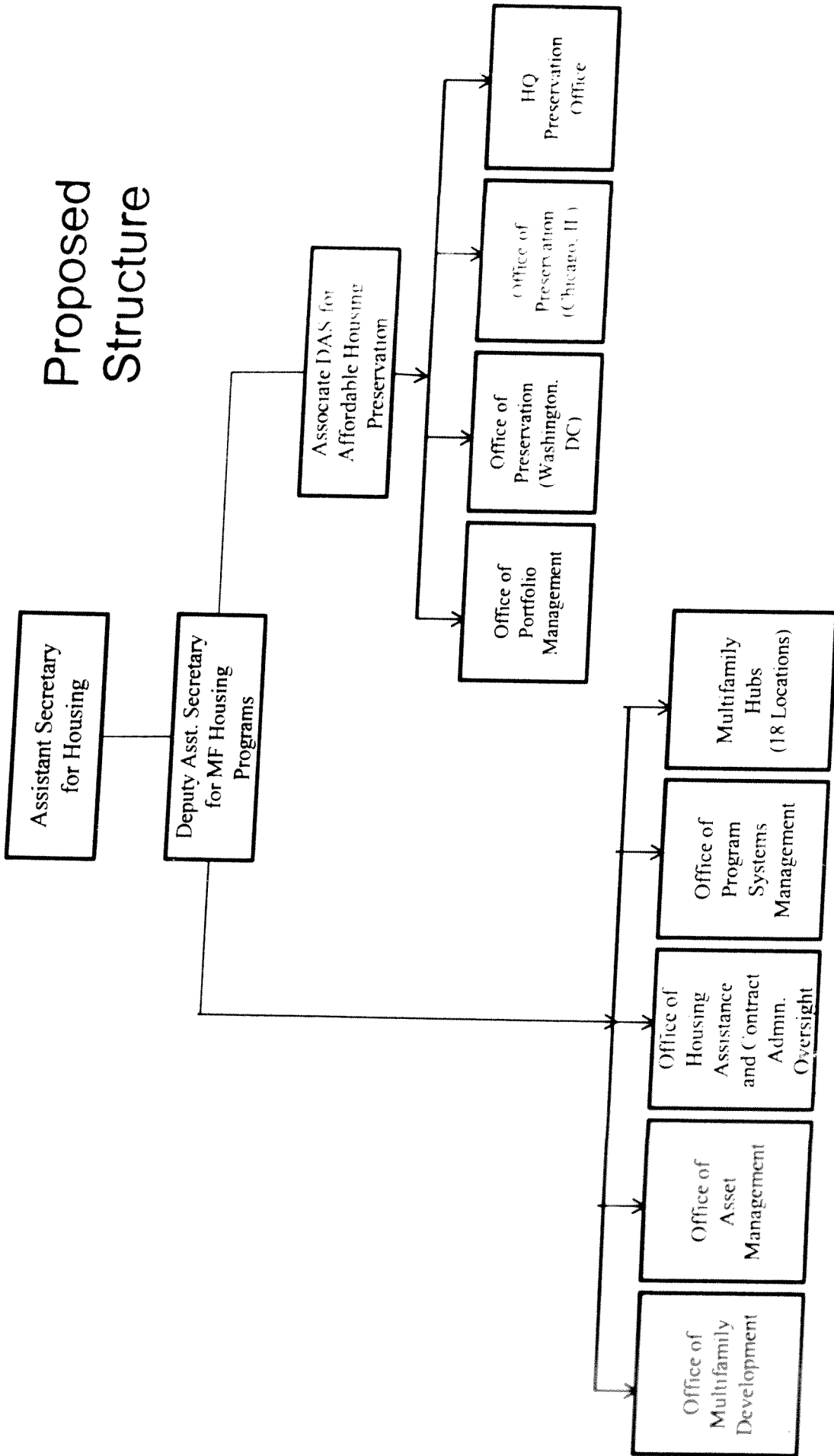
ATTACHMENT A

Current Structure



ATTACHMENT B

Proposed Structure



ATTACHMENT C

ROSTER OF EMPLOYEES BY PROGRAM
 FOR PAY PERIOD ENDING: June 5, 2010

PROGRAM ASSISTANT SECRETARY: HOUSING
 REGION: HEADQUARTERS / OFFICE: HOUSING
 RUN DATE: 06/15/10

MAJOR COMPONENT: HSNG

ORG-CODE: 831113250000000000 HSNG, OFFICE OF AFFORDABLE HOUSING PRESERVATION

NAME	OFFICIAL POSITION TITLE	PP/SERS/GR-ST	A	S	CRIL	STAT	NTE DATE	BUS	DUTY STATION
ANDERSON, JERRY R.	ASSOCIATE DAS FOR OFFICE OF AF	GS-1101-15-10	0		FTP			8888	WASHINGTON, DC
TOON, THEODORE K.	DAS FOR OFFICE OF AFFORDABLE H	GS-1101-15-10	0		FTP			8888	WASHINGTON, DC
JACKSON, KATONIA	SYSTEMS SUPPORT MANAGER	GS-0301-14-02	0		FTP			1129	WASHINGTON, DC
CASEY JR, KENNETH O.	UNDERWRITER	GS-1101-14-09	0		FTP			1129	WASHINGTON, DC
RUDMAN, BEVERLY N.	DEBT RESTRUCTURING SPECIALIST	GS-1101-14-02	0		FTP			1129	WASHINGTON, DC

REPORT: BROSOSWEB

ROSTER OF EMPLOYEES BY PROGRAM
FOR PAY PERIOD ENDING: June 5, 2010

PROGRAM ASSISTANT SECRETARY: HOUSING
REGION: HEADQUARTERS / OFFICE: HOUSING
RUN DATE: 06/15/10

NAME	OFFICIAL POSITION TITLE	PP/SER/GR-ST	T	CEIL	STAT	NTR DATE	BUS	DUTY STATION
POBRIIT, CAROLYN C.	SUBSTAINABLE BUILDING UNDERWR	GS-1101-14-02	0	FTP			1120	WASHINGTON, DC
SCHWEGLER, MARY B.	FINANCIAL TRANSACTION MANAGER	GS-1101-14-06	0	FTP			1120	WASHINGTON, DC
CAROL, TA JUANA A.	DEBT RESTRUCTURING SPECLST	GS-1101-14-02	0	FTP			1120	CHICAGO, IL
HAWKINS, GEVERIA L.	MGMT ANAL	GS-0343-13-02	0	FTP			1120	WASHINGTON, DC
MILLER, SULA M.	VOUCHER SPECIALIST	GS-1101-13-07	0	FTP			1120	WASHINGTON, DC
LEAGAN, N. KIMBERLY	VOUCHER SPECIALIST	GS-1101-12-06	0	FTP			1120	WASHINGTON, DC
MICKENS, MADELINE M.	ADMV SPECLST	GS-0301-11-10	0	FTP			8888	WASHINGTON, DC
ORG-CODE: 831113250002000000		FTP=	12 OTFP=	0 *NPS=	0 TEMP=		0 XNON=	0 CONS =
ORG-CODE: 831113250001000000		HSNG, OAHF, HEADQUARTERS PRESERVATION OFFICE						
TUCKER, GENEVIEVE A.	PARTICIPATING ADMIN ENTITY (PA	GS-1101-15-10	0	FTP			1120	WASHINGTON, DC
MINGO, H. TANYA HAWKIN	POST CLOSING SPECLST	GS-1101-14-05	0	FTP			1120	WASHINGTON, DC
FLIPPEN, RODNEY T.	PROGRAM ASSISTANT	GS-0344-05-06	0	FTP			1120	WASHINGTON, DC
ORG-CODE: 831113250001000000		FTP=	3 OTFP=	0 *NPS=	0 TEMP=		0 XNON=	0 CONS =
ORG-CODE: 831113250002000000		HSNG, OAHF, HEADQUARTERS PORTFOLIO MANAGEMENT OFFICE						
CASEY, PATRICIA P.	CLOSING/POST CLOSING MANAGER (GS-1101-15-10	0	FTP			8888	WASHINGTON, DC
FIELD, LINDA W.	DIR. HEADQUARTERS PORTFOLIO MA	GS-1101-15-10	0	FTP			8888	WASHINGTON, DC
DAUGHERTY, RICHARD P.	REHABILITATION ESCROW ADMINIST	GS-1101-15-08	0	FTP			8888	NEW YORK, NY
GARRISON, JO A.	CLOSING TECHN. MGR	GS-1101-15-10	0	FTP			1120	WASHINGTON, DC
SYKES, MONA G.	CLOSING SPECIALIST	GS-1101-14-06	0	FTP			1120	WASHINGTON, DC
GREENE, LYNN V.	POST CLOSING SPECLST	GS-1101-14-02	0	FTP			1120	WASHINGTON, DC
SANTIAGO, WINIFRED	REHAB ESCROW SPECLST	GS-1101-13-05	0	FTP			1120	NEW YORK, NY
ROTH, JASON P.	CLOSING SPECLST	GS-1101-13-05	0	FTP			1120	WASHINGTON, DC
JETT-PERSON, DOBA T.	REHAB ESCROW SPECLST	GS-1101-13-05	0	FTP			1120	NEW YORK, NY
SCHAEFFER, ROY S.	REHAB ESCROW SPECLST	GS-1101-12-07	0	FTP			1120	WASHINGTON, DC
WEISS, STEPHEN W.	RESTRUCTRNG ANAL	GS-1101-12-01	0	FTP			1120	WASHINGTON, DC
BEACH, PATRICIA	ADMV SPECLST	GS-0301-11-07	0	FTP			1120	WASHINGTON, DC
RAWLINGS, JR. PETER S.	RESTRUCTURING ANALYST	GS-1101-11-01	0	FTP			1120	WASHINGTON, DC
MICKENS, CONRALYN L.	RESTRUCTURING ANALYST (AHP)	GS-1101-09-01	0	FTP			1120	WASHINGTON, DC
FARRISH, JOSHUA D.	CLK	GS-0303-04-01	0	XNON			1120	WASHINGTON, DC
ORG-CODE: 831113250002000000		FTP=	14 OTFP=	0 *NPS=	0 TEMP=		0 XNON=	1 CONS =
ORG-CODE: 831113250003000000		HSNG, OAHF, CHICAGO PRESERVATION OFFICE						
WEST, HARRY W.	DIRECTOR, CHICAGO PRESERVATION	GS-1101-15-10	0	FTP			8888	CHICAGO, IL
RICHARDS, NANCY J.	DEPUTY DIRECTOR	GS-1101-15-06	0	FTP			8888	CHICAGO, IL
BROWN, GLENDA M.	UNDERWRITER	GS-1101-14-09	0	FTP			1120	CHICAGO, IL
RODRIGUEZ, MARY G.	UNDERWRITER	GS-1101-14-07	0	FTP			1120	CHICAGO, IL
MCKINNEY, LACHRISA C.	CLOSING COORDNTR	GS-1101-14-10	0	FTP			1120	CHICAGO, IL
KRIEHER, JENNIFER L.	DEBT RESTRUCTURING SPECLST	GS-1101-13-01	0	FTP			1120	CHICAGO, IL
TAYLOR, ARNOLD L.	RESTRUCTURING ANALYST	GS-1101-13-09	0	FTP			1120	CHICAGO, IL
HARGROVE, TRINA R.	STUDENT TRAINEE(MANAGEMENT ANA	GS-0399-05-02	0	XNON			1120	CHICAGO, IL

