

CHAPTER VI. CONGRESSIONAL CORRESPONDENCE

6-1 Purpose.

The term congressional correspondence refers to all correspondence to and from Members of Congress and their staff. This chapter explains how to prepare congressional correspondence.

- A. For details on policies for originating and controlling correspondence, see Chapter I.
- B. For details on preparing letters, see Chapter II.
- C. For details on preparing memorandums, see Chapter III.
- D. For details on preparing secretarial correspondence, other than congressional correspondence, see Chapter IV.
- E. For details on preparing White House correspondence, see Chapter V.

6-2 Use.

The letter format is used for correspondence with Members of Congress and their staff.

6-3 Control of Correspondence.

- A. Receipt of Correspondence. All congressional correspondence received in Headquarters, except that addressed to the Office of Inspector General, must be controlled by the Executive Secretariat in the Automated Correspondence On-line Response Network (ACORN), scanned into the Correspondence Management System (CMS), and assigned to the appropriate program office for response. This includes, but is not limited to, correspondence received by any HUD employee by the following methods:

1. Delivery through the U.S. Postal Service;
2. Delivery by courier services;
3. Email or facsimile; or
4. Handed to them during a meeting, hearing, etc.

It is imperative that these steps be followed so that congressional correspondence is properly controlled through the Department's correspondence system to ensure that all appropriate offices are aware of, and involved in responding to, congressional correspondence and requests.

- B. Correspondence Clearance. All congressional correspondence, at any signature level, must be cleared by the Assistant

Secretary, or designee, in the Office of Congressional and Intergovernmental Relations (CIR).

NOTE: HUD field offices must send a copy of all outgoing congressional correspondence to the Office of the Assistant Secretary for Congressional and Intergovernmental Relations.

- C. Transferring Correspondence. One of the following must be accomplished within three business days of initial receipt of congressional correspondence:
1. If a program office determines that a piece of correspondence does not fall within its jurisdiction, but does fall within that of another HUD program office, the transfer is handled between the correspondence units or points of contact for correspondence and documented in the ACORN system;
 2. If a program office determines that a piece of correspondence does not fall under the Department's jurisdiction, the entire package, with a completed Correspondence Change Request, form HUD-149, is returned to the Executive Secretariat with the appropriate information as to which federal department or agency it should be transferred; or
 3. If it cannot be determined which program office has jurisdiction, the entire package, with a completed Correspondence Change Request, form HUD-149, is returned to the Executive Secretariat.

NOTE: Congressional correspondence received in Headquarters is not to be transferred to a field office for a response.

- D. Correspondence Change Request. A request for a change in the control of congressional correspondence is submitted to the Office of Congressional and Intergovernmental Relations in a congressional correspondence folder with the following:
1. One copy of a fully completed Correspondence Change Request, form HUD-149;
 2. One copy of the ACORN Control Ticket with the incoming correspondence; and
 3. For extensions of due dates, an interim response prepared for the signature of the designated Congressional and Intergovernmental Relations official.

6-4 Stationery and Printer Requirements.

- A. Stationery. Department letterhead is available in Microsoft Word in HUDDocs. To access HUDDocs, click on "File," click on "New," click on "HUDDocs," select the appropriate letterhead. When using HUDDocs, plain white stock suitable for laser printers is acceptable as an original because HUDDocs prints the letterhead. For the continuation pages, use plain white paper of equal quality. As a rule, when preparing correspondence for the Secretary's or Deputy Secretary's signature use:

1. "The Secretary" 8-1/2" x 11" ivory stationery with the eagle logo. In HUDDocs select "SecIvory 306.dot" for the proper format. For continuation pages, use the matching blank ivory stock.
2. "The Deputy Secretary" HUDDocs template, "DepSec 306.dot." When using HUDDocs, plain white stock suitable for laser printers is acceptable as an original because HUDDocs prints the letterhead. For continuation pages, use plain white paper of equal quality.

B. Printer. Use a laser printer for all letters.

6-5 Type Style.

Always use Times New Roman font, 12-pitch type.

6-6 Margins.

- A. Standard Letter. The standard margins are one inch on the left, right, and bottom. The top margin is automatically set in HUDDocs.
- B. Short Letter. The margins may be adjusted for balance on the page. Set the margins at 1.25 inches and hit "Tab" five times for the signature block.

6-7 Date.

In HUDDocs the cursor will be at the date line, however, most of the time the date will be added after the letter has been signed.

6-8 Addressing Letters to Members of Congress.

A. Models of Address.

1. See Appendix B for the correct title, address, salutation, and complimentary close for Members of Congress, Members-elect, and deceased Members.
2. See Exhibit 6-5 for address formats and salutations for congressional committees/subcommittees relevant to HUD.

B. Preparing Responses to Congressional Constituent Correspondence.

1. Address the reply directly to the Member of Congress unless otherwise instructed in the incoming correspondence.
2. If a direct reply to the constituent is requested by a Member of Congress, address the letter directly to the constituent using Chapter II for preparation guidelines.

C. Placement. (See Exhibit 6-1, 6-2, or 6-3.)

D. Spacing. Single-space the address and arrange it in block

style. Indent runover lines two spaces by hitting the space bar two times.

E. Multiple Addressees.

1. When initiating a letter to more than one Member of Congress, prepare an original of the letter addressed individually to each Member.
2. When responding to an incoming letter signed by more than one Member of Congress, prepare an original of the response addressed individually to each Member.

F. State and Territory Abbreviations Table. (See Appendix C.)

G. ZIP Code. All ZIP Codes should consist of nine digits. The ZIP Code for the United States Senate in Washington, DC is 20510. The ZIP Code for the U.S. House of Representatives in Washington, DC is 20515. If an extended ZIP Code is not available, use 0001.

H. Attention Line. When a Member of Congress requests that a response be directed to a specific staff member, the attention line is typed on the envelope only. The response is addressed to the Member of Congress, not the person in the attention line.

6-9 Salutation.

(See Exhibit 6-1, 6-2, or 6-3.) Do not personalize the salutation. The signer will hand personalize the salutation in ink on the original, if necessary.

6-10 Body of a Congressional Letter.

- A. Placement and Spacing. (See Exhibit 6-1, 6-2, or 6-3.)
- B. Paragraphs. (See Exhibit 6-1, 6-2, or 6-3.)
- C. Subparagraphs. (See Appendix D.)
- D. Quotations. (See Appendix E to incorporate quotations into the body of a letter.)
- E. Multiple Page Letter. Do not begin a paragraph near the end of a page unless there is room for at least two lines. Do not continue a paragraph on the next page unless at least three lines can be carried over.

In HUDDocs, the cursor will be on the correct line for the page number. Number continuation pages at the top right margin and continue typing the letter three lines below.

6-11 Complimentary Close.

(See Exhibit 6-1, 6-2, or 6-3, and Appendix B.)

6-12 Signature Element.

(See Exhibit 6-1, 6-2, or 6-3.)

6-13 Enclosure Notation.

(See Exhibit 6-1, 6-2, or 6-3.) If the letter has an enclosure, type an enclosure notation. If a Member asks HUD to return the constituent's letter, return it with the reply to the Member. Do not use an enclosure notation on the reply to represent the constituent's letter.

6-14 Courtesy Copy Notation.

(See Exhibit 6-1, 6-2, or 6-3.) If the originator wants the addressee to know that someone else will receive a copy of the letter, type a cc (courtesy copy) notation.

6-15 Official Record Copy of a Congressional Letter.

(See Exhibit 6-4.) The Official Record Copy is used to provide internal HUD information as well as to obtain concurrences within program offices. It is created by completing form HUD-713.1 located on the letterhead in HUDDocs and contains the following information:

A. Multiple Addressees, if any. (See Figure 6-1.) If a letter is being sent to more than one addressee, after typing the signer's title (enclosure or cc notation, if any) hit "Enter" two times and type SIMILAR LETTER SENT TO:. Hit the space bar two times and type the names of all other addressees. Use more than one line if needed.

Figure 6-1

SIMILAR LETTER SENT TO: Senator Joe Friday, Senator Dana Scully, Senator Holly Berry, Senator Summer Knight, Senator Wendy Burger, Senator Tom Thumb, Representative Perry Mason, Representative Skye Blue, Representative Wye Knott, Representative Jay Byrd, Representative Emerald Green

B. Internal HUD Distribution List. (See Figure 6-4.)

1. List office copies such as chronological, index, or reading file, as required by your office, to include the following: correspondence code, office file name, and room number.

2. List Headquarters recipients to include the following: correspondence code, recipient's last name, and room number. On correspondence controlled by the Executive Secretariat, required copies are indicated in the INFORMATION ONLY field on the ACORN Control Ticket. Any other information copies are prepared as directed by the program area.

3. List field office recipients to include the following: field office, recipient's last name, and correspondence code.

4. If there is not enough room to type the copy distribution list in one column, use additional columns.

C. Identification Lines.

1. Office-Originator-Typist. (See Figure 6-4.) List the following:

- a. Correspondence code of the originating office (type a colon)
- b. Originator's last name (type a colon)
- c. Typist's initials (hit the space bar two times)
- d. Date typed (hit the space bar two times)
- e. Originator's telephone number (hit the space bar two times)
- f. Name of the file (hit the space bar five times)
- g. Type the words ACORN Control Number, hit the space bar two times, and type the number

2. Office-Originator-Typist Identification Line for Acknowledgment, Interim, or Final to Controlled Incoming. (See Figure 6-2.)

Figure 6-2

```
ASE:Smith:scb XX-XX-20XX 202-XXX-XXXX [File Name] ACORN  
Control Number XXXXXX ACKNOWLEDGMENT
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ASE:Smith:scb XX-XX-20XX 202-XXX-XXXX [File Name] ACORN  
Control Number XXXXXX INTERIM
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ASE:Smith:scb XX-XX-20XX 202-XXX-XXXX [File Name] ACORN  
Control Number XXXXXX FINAL
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3. Office-Originator-Typist Identification Line for Certified Mail. (See Figure 6-3.) Type Certified Mail if the letter will be sent by certified mail with a return receipt requested.

Figure 6-3

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ASE:Smith:scb XX-XX-20XX 202-XXX-XXXX [File Name] ACORN  
Control Number XXXXXX Certified Mail
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D. Concurrences.

- 1. In the originator column, type the originator's correspondence code and last name.
- 2. In the other concurrence columns, type the correspondence code and last name of each concurring official in the order in which the concurrences will be obtained.

Figure 6-4

Internal HUD Distribution:

A - Chron - 3270
AB - Doe - 10172

ASE - Smith - 3272
AX - Executive Secretariat - 10139

AP - Jones - 2162
Fort Worth - Forthright - 6AS

Identification Lines:

ASE:Smith:scb XX-XX-20XX 202-XXX-XXXX [File Name] ACORN
Control Number XXXXXX

CorrespondenceCode

Originator
ASE
Concurrence
AP
Concurrence
AB
Concurrence
Concurrence
Concurrence

Name
Smith
Jones
Doe

Date

Official Record Copy U.S. Department of Housing and Urban
Development form HUD-713.1 (02/03)
Previous edition is obsolete.

E. Saving the Document. Click on "File," click on "Save As,"
select the appropriate drive, select a folder (if appropriate),
and enter the ACORN number as the electronic file name. This is
the Official Record Copy and is maintained as the electronic file
version of the letter.

6-16 Printing.

A. Official Record Copy. Print the Official Record Copy.

B. Original(s). Below the signature element (or enclosure or
cc notation, if any), insert a page break (Ctrl+Enter) to
separate the internal HUD information. Go to the top of the
document, click on "File," click on "Print," and select "Current
Page" to print a one page letter or "Pages" to print a multiple
page letter, excluding the information after the page break. On
letters for the Secretary's signature, insert ivory stationery
into the printer. (Reminder: When saving the document, do not
save the page break.)

C. Envelope(s). Prepare envelope(s) (or label(s) when using large envelopes) in Times New Roman font, 12-pitch type, for the original and any external copies.

1. Attention Line. When a Member of Congress requests that a response be directed to a specific staff member, the attention line is typed on the envelope only. At the end of the ZIP Code, hit "Enter" two times and type ATTENTION:. Hit the space bar two times and type the full name. For examples of correctly prepared envelopes, see Figure 6-6.

2. Secretarial Correspondence. Use "The Secretary" ivory envelopes or "The Deputy Secretary" white envelopes.

Figure 6-5

(Capitol Hill Address)	(District Address)
The Honorable [Full Name] United States Senate Washington, DC 20510+4 Office] (City, State ZIP Code+4) ATTENTION: [Full Name] ATTENTION: [Full Name]	The Honorable [Full Name] United States Senator [Local Address of State Member, U.S. House of Representatives [Local Address of State Office) [City, State ZIP Code+4] ATTENTION: [Full Name] ATTENTION: [Full Name]

D. Close the document. Do not save the page break.

6-17 Proofing.

Read the letter(s) and envelope(s) (or label(s)) carefully to assure there are no errors.

6-18 Assembly.

(See Appendix F.)

6-19 Routing.

Follow the routing procedures for obtaining concurrences used by your correspondence unit or point of contact for correspondence.

6-20 Revisions.

A. Retype. A retype corrects errors in spelling, typing, punctuation, or grammar.

1. Prepare the Letter. Use the electronic file version of the

Official Record Copy to make corrections.

2. Update the Official Record Copy.

a. (See Figure 6-6.) Add a new identification line under the last identification line.

Figure 6-6

```
ASE:Smith:scb XX-XX-20XX 202-XXX-XXXX [File Name] ACORN  
Control Number XXXXXX  
Retyped:ASE:Smith:scb XX-XX-20XX 202-XXX-XXXX [File Name]  
ACORN Control Number XXXXXX
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b. Do not reroute the retyped letter through offices that have already concurred.

c. In the first concurrence column, type See Attached to show prior concurrences.

d. In the second concurrence column, type the correspondence code and last name for the official who requested the revision.

e. Starting in the third concurrence column, type the correspondence codes and last names for the officials who have not concurred.

f. Save the retyped document.

3. Printing.

a. Official Record Copy. Print a new Official Record Copy. Mark an "X" across the text on each page of the previous Official Record Copy.

b. Original(s). Below the signature element (or enclosure or cc notation, if any), insert a page break (Ctrl+Enter) to separate the internal HUD information. Go to the top of the document, click on "File," click on "Print," and select "Current Page" to print a one page letter or "Pages" to print a multiple page letter, excluding the information after the page break. Mark an "X" across the text on each page of the previous original letter. (Reminder: When saving the document, do not save the page break.)

c. Envelope(s). Prepare a new envelope(s) (or label(s)), if needed.

4. Proofing. Read the letter(s) (envelope(s) or label(s)) carefully to assure there are no errors.

5. Assembly.

a. (See Appendix F.)

b. Fold and place the previous original in front of the new original on the inside right of the folder.

c. Attach the previous Official Record Copy, with the original concurrences behind the new Official Record Copy.

6. Routing. Follow the routing procedures for obtaining concurrences used by your correspondence unit or point of contact for correspondence.

B. Rewrite. A rewrite is a major change made to the content of a letter.

1. Prepare the Letter. Use the electronic file version of the Official Record Copy to make the changes.

2. Update the Official Record Copy.

a. (See Figure 6-7.) Add a new identification line under the last identification line.

Figure 6-7

```
ASE:Smith:scb XX-XX-20XX 202-XXX-XXXX [File Name] ACORN  
Control Number XXXXXX  
Rewritten:AP:Jones:clh XX-XX-20XX 202-XXX-XXXX [File Name]  
ACORN Control Number XXXXXX
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b. Rewritten letters are rerouted through offices that have already concurred.

c. Type the correspondence codes and last names of all concurring officials starting with the originator.

d. Save the rewritten document.

3. Printing.

a. Official Record Copy. Print a new Official Record Copy. Mark an "X" across the text on each page of the previous Official Record Copy.

b. Original(s). Below the signature element (or enclosure or cc notation, if any), insert a page break (Ctrl+Enter) to separate the internal HUD information. Go to the top of the document, click on "File," click on "Print," and select "Current Page" to print a one page letter or "Pages" to print a multiple page letter, excluding the information after the page break. Mark an "X" across the text on each page of the previous original letter. (Reminder: When saving the document, do not save the page break.)

c. Envelope(s). Prepare a new envelope(s) (or label(s)), if needed.

4. Proofing. Read the letter(s) (envelope(s) or label(s)) carefully to assure there are no errors.

5. Assembly.

- a. (See Appendix F.)
- b. Fold and place the previous original in front of the new original on the inside right of the folder.
- c. Attach the previous Official Record Copy, with the original concurrences behind the new Official Record Copy.
6. Routing. Follow the routing procedures for obtaining concurrences used by your correspondence unit or point of contact for correspondence.

6-21 Forwarding Congressional Packages.

All congressional correspondence must be sent to the Office of Congressional and Intergovernmental Relations.

A. Congressional Responses for Secretarial Signature.

1. Assembly. All packages are assembled as outlined in Appendix F.
2. Record of Clearances, Form HUD-1047. Prepare a Record of Clearances, form HUD-1047, for each package being forwarded to the Secretary or Deputy Secretary. (See Appendix A for a sample of this form.) The only information to be provided by the primary program office on the Record of Clearances, form HUD-1047, is the following:
 - a. ACORN Control Number;
 - b. Originator's last name and correspondence code (initialed and dated);
 - c. Primary program office Assistant Secretary's or equivalent's last name and correspondence code (initialed and dated);
 - d. Correspondence unit chief's or point of contact for correspondence's last name and correspondence code (initialed and dated);
 - e. Congressional and Intergovernmental Relation's Assistant Secretary last name and correspondence code.
 - f. Program person to contact for questions, including phone number and room number; and
 - g. Special handling information in the comments and/or special dispatch instructions section.

The Executive Secretariat will add clearances as needed.

3. Electronic File Version. Send the electronic file version of the Official Record Copy to the Office of Congressional and Intergovernmental Relations through Lotus Notes at the email address: Congressional_Correspondence.

NOTE: Only minor corrections and edits will be made by CIR and the program area will be sent a corrected copy via email. Substantive changes and/or changes that affect the context of the message will be sent back to the program area for editing.

4. Clearance. Upon clearance, the Office of Congressional and Intergovernmental Relations will forward the package and electronic file version to the Executive Secretariat for review, final concurrences, and transmittal to the Secretary or Deputy Secretary.

NOTE: Only minor corrections and edits will be made by the Executive Secretariat and the program area will be sent a corrected copy via email. Substantive changes and/or changes that affect the context of the message will be sent back to the program area for editing.

B. Congressional Responses for Congressional and Intergovernmental Relations Signature.

1. Assembly. All packages are assembled as outlined in Appendix F.

2. Electronic File Version. Send the electronic file version of the Official Record Copy to the Office of Congressional and Intergovernmental Relations through Lotus Notes at the email address: Congressional_Correspondence.

NOTE: Only minor corrections and edits will be made by CIR and the program area will be sent a corrected copy via email. Substantive changes and/or changes that affect the context of the message will be sent back to the program area for editing.

C. Congressional Responses for Direct Reply.

1. Assembly. All packages are assembled as outlined in Appendix F.

2. Clearance. Upon clearance by the Office of Congressional and Intergovernmental Relations, packages are returned to the program office for further processing.

6-22 Dispatching Letters After Signature.

A. Dispatching after Signature by the Secretary or Deputy Secretary. The Executive Secretariat:

1. Types the date on the original(s);

2. Confirms the date and signature on the Official Record Copy(s);

3. Distributes signed letters (and cc copies, if any), unless otherwise directed; and

4. Returns the folder with the Official Record Copy, background

material, and tab cards as well as a copy of the dated and signed original(s) to the correspondence unit or point of contact for correspondence for appropriate handling and dispatching of the copies on the Internal HUD Distribution List.

B. Dispatching after Signature by the Office of Congressional and Intergovernmental Relations. The Office of Congressional and Intergovernmental Relations:

1. Types or stamps the date on the original(s);
2. Confirms the date and signature on the Official Record Copy(s);
3. Distributes signed letters (and cc copies, if any), unless otherwise directed; and
4. Returns the folder with the Official Record Copy, background material, and tab cards as well as a copy of the dated and signed original(s) to the correspondence unit or point of contact for correspondence for appropriate handling and dispatching of the copies on the Internal HUD Distribution List.

C. Dispatching after Direct Reply Signature. Headquarters program offices dispatch all responses to congressional correspondence controlled to them for direct reply.

1. After signature, type or stamp, centered, the date on the original. It must be legible and in month, day, and year format with the month in text, and the day and year in numerals; for example, January 10, 2003.
2. Arrange enclosures in the order mentioned in the letter.
3. Make sure the name and address on the letter and envelope are the same.
4. Make copies of signed originals as may be required by a cc notation. On each cc copy put a check mark next to the recipient's name. If there are cc copies for distribution within HUD, write the correspondence code and room number in the upper right corner of the first page of each copy.
5. Conforming the Official Record Copy.
 - a. Type, stamp, or print the /s/ notation and the official's name in the signature block.
 - b. If an official other than the person named in the signature element signs the letter, type, stamp, or print the /s/ notation and the signing official's name in the signature block. Add "for" in front of the typed name as shown in Figure 6-8.

Figure 6-8

On each Copy:

/s/ Jon E. Begood

for Chase R. Banks
Director
Office of Voluntary Compliance

- c. Type (in Times New Roman font, 12-pitch type) or stamp the date, centered, in the same place as on the original.
6. Make the distribution list copies. On each copy put a check mark next to the distribution list name and write the correspondence code and room number in the upper right corner of the first page. Make sure all copies are legible.
7. For congressional correspondence controlled for direct reply, forward the following to the Executive Secretariat and to the Office of Congressional and Intergovernmental Relations:
- a. One copy of the signed and dated response letter with any enclosures or form Telephone Inquiry/Response, HUD-2029, if handled by telephone. If the enclosures are brochures or pamphlets, make a copy of the front cover (only); and
- b. One copy of the Official Record Copy.
8. Follow additional dispatch procedures used by your correspondence unit or point of contact for correspondence. Return empty congressional folders to the Executive Secretariat.

Exhibits of Congressional Correspondence

Exhibit 6-1 Letter Addressed to a Senator from The Secretary

Exhibit 6-2 Letter Addressed to a Senator from an Assistant Secretary

Exhibit 6-3 Letter Addressed to a Representative from an Assistant Secretary

Exhibit 6-4 Official Record Copy of a Congressional Letter

Exhibit 6-5 Congressional Committees/Subcommittees Relevant to HUD

EXHIBIT 6-1

Letter Addressed to a Senator from The Secretary

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-0001

THE SECRETARY
(Date)

The Honorable Joe Friday
United States Senate
Washington, DC 20510-0001

Dear Senator Friday:

The following guidelines address structural elements of a letter for the Secretary's signature. Access Microsoft Word. Click on "File," "New," and "HUDDocs," select "SecIvory 306.dot" letterhead. Make certain the font is Times New Roman, 12-pitch type. The cursor will be at the date line; however, the date will be added after the letter has been signed.

Hit "Enter" four times and type the inside address. Hit the space bar two times between the state code and the ZIP Code. Hit "Enter" two times, type Dear, the professional or courtesy title, last name, and a colon. Hit "Enter" two times and hit "Tab" one time to begin typing the body of the letter.

Hit the space bar two times after each sentence. For standard and short letters, single-space within each paragraph and double-space between paragraphs. Hit "Tab" one time before typing each paragraph. Hit "Enter" two times at the end of the last paragraph. Hit "Tab" six times and type Sincerely,. Hit "Enter" five times, hit "Tab" six times, and type the Secretary's name. Do not use the Secretary's middle initial or title when typing the signature line. If there is an enclosure(s), hit "Enter" two times and type Enclosure(s). If a cc will be sent, hit "Enter" two times after typing the Secretary's name (or enclosure notation, if any) and type cc:. Hit "Enter" one time and type the recipient's name. List additional names single-spaced.

Sincerely,

Mel Martinez

Enclosure(s) (if required)

cc: (if required)
Silvah Bells

The format for the Deputy Secretary's letter to a Senator is identical.
This letter is typed in Times New Roman, 10-pitch type for this handbook exhibit only.

EXHIBIT 6-2

Letter Addressed to a Senator from an Assistant Secretary

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-1000

ASSISTANT SECRETARY FOR CONGRESSIONAL
AND INTERGOVERNMENTAL RELATIONS

(Date)

The Honorable Joe Friday
United States Senate
Washington, DC 20510-0001

Dear Senator Friday:

The following guidelines address structural elements of a HUD letter. Access Microsoft Word. Click on "File," "New," and "HUDDocs," select the appropriate letterhead. Make certain the font is Times New Roman, 12-pitch type. The cursor will be at the date line; however, most of the time the date will be added after the letter has been signed.

Hit "Enter" four times and type the inside address. Hit the space bar two times between the state code and the ZIP Code. Hit "Enter" two times, type Dear, the professional or courtesy title, last name, and a colon. Hit "Enter" two times and hit "Tab" one time to begin typing the body of the letter.

Hit the space bar two times after each sentence. For standard and short letters, single-space within each paragraph and double-space between paragraphs. Hit "Tab" one time before typing each paragraph. Hit "Enter" two times at the end of the last paragraph. Hit "Tab" six times and type Sincerely,. Hit "Enter" five times, hit "Tab" six times, and type the signer's name. Hit "Enter" one time and type the title, aligned directly under the signer's name. Hit the space bar two times to indent runover lines. If there is an enclosure(s), hit "Enter" two times and type Enclosure(s). If a cc will be sent, hit "Enter" two times after typing the signer's title (or enclosure notation, if any) and type cc:. Hit "Enter" one time and type the recipient's name. List additional names single-spaced.

Sincerely,

Mack N. Tosch

Enclosure(s) (if required)

cc: (if required)
Silvah Bells

This letter is typed in Times New Roman, 10-pitch type for this handbook exhibit only.

EXHIBIT 6-3

Letter to a Representative from an Assistant Secretary

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-1000

ASSISTANT SECRETARY FOR CONGRESSIONAL
AND INTERGOVERNMENTAL RELATIONS

(Date)

The Honorable Perry Mason
U.S. House of Representatives
Washington, DC 20515-0001

Dear Representative Mason:

The following guidelines address structural elements of a HUD letter. Access Microsoft Word. Click on "File," "New," and "HUDDocs," select the appropriate letterhead. Make certain the font is Times New Roman, 12-pitch type. The cursor will be at the date line; however, most of the time the date will be added after the letter has been signed.

Hit "Enter" four times and type the inside address. Hit the space bar two times between the state code and the ZIP Code. Hit "Enter" two times, type Dear, the professional or courtesy title, last name, and a colon. Hit "Enter" two times and hit "Tab" one time to begin typing the body of the letter.

Hit the space bar two times after each sentence. For standard and short letters, single-space within each paragraph and double-space between paragraphs. Hit "Tab" one time before typing each paragraph. Hit "Enter" two times at the end of the last paragraph. Hit "Tab" six times and type Sincerely,. Hit "Enter" five times, hit "Tab" six times, and type the signer's name. Hit "Enter" one time and type the title, aligned directly under the signer's name. Hit the space bar two times to indent runover lines. If there is an enclosure(s), hit "Enter" two times and type Enclosure(s). If a cc will be sent, hit "Enter" two times after typing the signer's title (or enclosure notation, if any) and type cc:. Hit "Enter" one time and type the recipient's name. List additional names single-spaced.

Sincerely,

Mack N. Tosch

Enclosure(s) (if required)

cc: (if required)
Silvah Bells

This letter is typed in Times New Roman, 10-pitch type for this handbook exhibit only.

EXHIBIT 6-4

Official Record Copy of a Congressional Letter

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-1000

ASSISTANT SECRETARY FOR CONGRESSIONAL
AND INTERGOVERNMENTAL RELATIONS

(Date)

The Honorable Joe Friday
United States Senate
Washington, DC 20510-0001

Dear Senator Friday:

The following guidelines address structural elements of a HUD letter. Access Microsoft Word. Click on "File," "New," and "HUDDocs," select the appropriate letterhead. Make certain the font is Times New Roman, 12-pitch type. The cursor will be at the date line; however, most of the time the date will be added after the letter has been signed.

Hit "Enter" four times and type the inside address. Hit the space bar two times between the state code and the ZIP Code. Hit "Enter" two times, type Dear, the professional or courtesy title, last name, and a colon. Hit "Enter" two times and hit "Tab" one time to begin typing the body of the letter.

Hit the space bar two times after each sentence. For standard and short letters, single-space within each paragraph and double-space between paragraphs. Hit "Tab" one time before typing each paragraph. Hit "Enter" two times at the end of the last paragraph. Hit "Tab" six times and type Sincerely,. Hit "Enter" five times, hit "Tab" six times, and type the signer's name. Hit "Enter" one time and type the title, aligned directly under the signer's name. Hit the space bar two times to indent runover lines. If there is an enclosure(s), hit "Enter" two times and type Enclosure(s). If a cc will be sent, hit "Enter" two times after typing the signer's title (or enclosure notation, if any) and type cc:. Hit "Enter" one time and type the recipient's name. List additional names single-spaced.

Sincerely,

Mack N. Tosch

Enclosure(s) (if required)

cc: (if required)
Silvah Bells

This letter is typed in Times New Roman, 10-pitch type for this handbook exhibit only.

EXHIBIT 6-4
(continued)

Internal HUD Distribution:		
A - Chron - 3270	ASE - Smith - 3272	
AB - Doe - 10172	AX - Executive Secretariat 10139	
AP - Jones - 2162	Fort Worth - Forthright - 6AS	
Identification Lines:		

ASE:Smith:scb XX-XX-20XX 202-XXX-XXXX [File Name] ACORN Control Number XXXXXX

Correspondence	Originator	Concurrence	Concurrence	Concurrence	Concurrence	Concurrence
Code	ASE	AP	AB			
Name	Smith	Jones	Doe			
Date						

Official Record Copy

U.S. Department of Housing and Urban Development

form HUD-713.1 (02/03)

Previous edition is obsolete.

The format for the Official Record Copy of a letter addressed to a Representative is identical. This letter is typed in Times New Roman, 10-pitch type for this handbook exhibit only.

EXHIBIT

6-5

Congressional Committees/Subcommittees Relevant to HUD
Address Format for the 108th Congress Leadership

Note to Users: Throughout the calendar year, changes may occur on these committees and subcommittees. Information on the current leadership can be found on the Senate and House websites at www.Senate.gov and www.House.gov.

Senate Committee on Appropriations

The Honorable Ted Stevens
Chairman, Committee on
Appropriations
United States Senate
Washington, DC 20510-6025

Dear Mr. Chairman:

The Honorable Robert C. Byrd
Ranking Minority Member
Committee on Appropriations
United States Senate
Washington, DC 20510-6025

Dear Senator Byrd:

Address Block/Salutation for General Membership in Full Committee

The Honorable [Full Name]
Committee on Appropriations
United States Senate
Washington, DC 20510-6025

Dear Senator [Last Name]:

Senate Appropriations Subcommittee on VA, HUD, and Independent
Agencies

The Honorable Christopher S. Bond
Chairman, Subcommittee on VA, HUD,
and Independent Agencies
Committee on Appropriations
United States Senate
Washington, DC 20510-6032

Dear Mr. Chairman:

The Honorable Barbara A. Mikulski
Ranking Minority Member
Subcommittee on VA, HUD,
and Independent Agencies
Committee on Appropriations
United States Senate
Washington, DC 20510-6032

Dear Senator Mikulski:

Address Block/Salutation for General Membership in Subcommittee

The Honorable [Full Name]
Subcommittee on VA, HUD,
and Independent Agencies
Committee on Appropriations
United States Senate
Washington, DC 20510-6032

Dear Senator [Last Name]:

Senate Committee on Banking, Housing, and Urban Affairs

The Honorable Richard C. Shelby
Chairman, Committee on Banking,
Housing, and Urban Affairs
United States Senate
Washington, DC 20510-6075

Dear Mr. Chairman:

The Honorable Paul S. Sarbanes
Ranking Minority Member
Committee on Banking,
Housing, and Urban Affairs
United States Senate
Washington, DC 20510-6075

Dear Senator Sarbanes:

Address Block/Salutation for General Membership in Full
Committee:

The Honorable [Full Name]
Committee on Banking,
Housing, and Urban Affairs
United States Senate
Washington, DC 20510-6075

Dear Senator [Last Name]:

Senate Subcommittee on Housing and Transportation

The Honorable Wayne Allard
Chairman, Subcommittee on Housing
and Transportation
Committee on Banking, Housing,
and Urban Affairs
United States Senate
Washington, DC 20510-6075

Dear Mr. Chairman:

The Honorable Jack Reed
Ranking Minority Member
Subcommittee on Housing and Transportation
Committee on Banking, Housing,
and Urban Affairs
United States Senate
Washington, DC 20510-6075

Dear Senator Reed:

Address Block/Salutation for General Membership in Subcommittee:

The Honorable [Full Name]
Subcommittee on Housing
and Transportation
Committee on Banking, Housing,
and Urban Affairs
United States Senate
Washington, DC 20510-6075

Dear Senator [Last Name]:

Senate Committee on the Budget

The Honorable Don Nickles
Chairman, Committee on
the Budget
United States Senate
Washington, DC 20510-6100

Dear Mr. Chairman:

The Honorable Kent Conrad
Ranking Minority Member
Committee on the Budget
United States Senate
Washington, DC 20510-6100

Dear Senator Conrad:

Address Block/Salutation for General Membership in Committee

The Honorable [Full Name]
Committee on the Budget
United States Senate
Washington, DC 20510-6100

Dear Senator [Last Name]:

Senate Committee on Governmental Affairs

The Honorable Susan Collins
Chairman
Committee on Governmental Affairs
United States Senate
Washington, DC 20510-6250

Dear Madam Chairman: (preferred salutation)

The Honorable Joseph Lieberman
Ranking Minority Member
Committee on Governmental Affairs
United States Senate
Washington, DC 20510-6250

Dear Senator Lieberman:

Address/Block Salutation for General Membership in Subcommittee

The Honorable [Full Name]
Committee on Governmental Affairs
United States Senate
Washington, DC 20510-6250

Dear Senator [Last Name]:

House Committee on Appropriations

The Honorable C. W. Bill Young
Chairman, Committee on Appropriations
U.S. House of Representatives
Washington, DC 20515-6015

Dear Mr. Chairman:

The Honorable David R. Obey
Ranking Minority Member
Committee on Appropriations
U.S. House of Representatives
Washington, DC 20515-6015

Dear Representative Obey:

Address Block/Salutation for General Membership of Full Committee

The Honorable [Full Name]
Committee on Appropriations
U.S. House of Representatives
Washington, DC 20515-6015

Dear Representative [Last Name]:

House Appropriations Subcommittee on VA, HUD, and Independent Agencies

The Honorable James T. Walsh
Chairman, Subcommittee on VA, HUD,
and Independent Agencies
Committee on Appropriations
U.S. House of Representatives
Washington, DC 20515-6022

Dear Mr. Chairman:

The Honorable Alan B. Mollohan
Ranking Minority Member
Subcommittee on VA, HUD,
and Independent Agencies

Committee on Appropriations
U.S. House of Representatives
Washington, DC 20515-6022

Dear Representative Mollohan:

Address Block/Salutation for General Membership in Subcommittee

The Honorable [Full Name]
Subcommittee on VA,
HUD, and Independent Agencies
Committee on Appropriations
U.S. House of Representatives
Washington, DC 20515-6022

Dear Representative [Last Name]:

House Committee on the Budget

The Honorable Jim Nussle
Chairman, Committee on the Budget
U.S. House of Representatives
Washington, DC 20515-6065

Dear Mr. Chairman:

The Honorable John M. Spratt, Jr.
Ranking Minority Member
Committee on the Budget
U.S. House of Representatives
Washington, DC 20515-6065

Dear Representative Spratt:

Address Block/Salutation for General Membership in Full Committee

The Honorable [Full Name]
Committee on the Budget
U.S. House of Representatives
Washington, DC 20515-6065

Dear Representative [Last Name]:

House Committee on Financial Services

The Honorable Michael G. Oxley
Chairman, Committee on Financial Services
U.S. House of Representatives
Washington, DC 20515-6050

Dear Mr. Chairman:

The Honorable Barney Frank
Ranking Minority Member
Committee on Financial Services
U.S. House of Representatives
Washington, DC 20515-6050

Dear Representative Frank:

Address Block/Salutation for General Membership in Full Committee

The Honorable [Full Name]
Committee on Financial Services
U.S. House of Representatives
Washington, DC 20515-6050

Dear Representative [Last Name]:

House Subcommittee on Oversight and Investigations

The Honorable Sue W. Kelly
Chairwoman, Subcommittee on
Oversight and Investigations
Committee on Financial Services
U.S. House of Representatives
Washington, DC 20515-6056

Dear Madam Chairwoman: (preferred salutation)

The Honorable Luis Gutierrez
Ranking Minority Member
Subcommittee on
Oversight and Investigations
Committee on Financial Services
U.S. House of Representatives
Washington, DC 20515-6056

Dear Representative Gutierrez:

Address Block/Salutation for General Membership in Subcommittee

The Honorable [Full Name]
Subcommittee on
Oversight and Investigations
Committee on Financial Services
U.S. House of Representatives
Washington, DC 20515-6056

Dear Representative [Last Name]:

House Subcommittee on Housing and Community Opportunity

The Honorable Robert Ney
Chairman, Subcommittee on Housing
and Community Opportunity
Committee on Financial Services
U.S. House of Representatives
Washington, DC 20515-6052

Dear Mr. Chairman:

The Honorable Maxine Waters
Ranking Minority Member
Subcommittee on Housing
and Community Opportunity
Committee on Financial Services
U.S. House of Representatives
Washington, DC 20515-6052

Dear Representative Waters:

Address Block/Salutation for General Membership in Subcommittee

The Honorable [Full Name]
Subcommittee on Housing
and Community Opportunity
Committee on Financial Services
U.S. House of Representatives
Washington, DC 20515-6052

Dear Representative [Last Name]:

House Committee on Government Reform

The Honorable Tom Davis
Chairman
Committee on Government Reform
U. S. House of Representatives
Washington, DC 20515-6143

Dear Mr. Chairman:

The Honorable Henry A. Waxman
Ranking Minority Member
Committee on Government Reform
U.S. House of Representatives
Washington, DC 20515-6143

Dear Representative Waxman:

Address/Block Salutation for General Membership in Subcommittee

The Honorable [Full Name]
Committee on Government Reform
U.S. House of Representatives
Washington, DC 20515-6143

Dear Representative [Last Name]:

House Subcommittee on Criminal Justice, Drug Policy, and Human Resources

The Honorable Mark Souder
Chairman, Subcommittee on
Criminal Justice, Drug Policy, and Human Resources
Committee on Government Reform
U.S. House of Representatives
Washington, DC 20515-6143

Dear Mr. Chairman:

The Honorable Elijah Cummings
Ranking Minority Member
Subcommittee on Criminal Justice, Drug Policy,
and Human Resources
Committee on Government Reform
U.S. House of Representatives
Washington, DC 20515-6143

Dear Representative Cummings:

Address/Block Salutation for General Membership in Subcommittee

The Honorable [Full Name]
Subcommittee on Criminal Justice, Drug Policy,
and Human Resources
Committee on Government Reform
U.S. House of Representatives
Washington, DC 20515-6143

Dear Representative [Last Name]:

Other

The Honorable Richard B. Cheney
President of the Senate
Washington, DC 20510

Dear Mr. President:

The Honorable J. Dennis Hastert
Speaker of the House
of Representatives
Washington, DC 20515-6501

Dear Mr. Speaker:

OTHER (continued)

The following individuals may receive a copy of a Report in certain situations which will be determined by your Program Office and/or the requirements of the law to which the report is responding.

The Honorable Mitchell E. Daniels, Jr.
Director
Office of Management and Budget
Eisenhower Executive Office Building
17th and Pennsylvania Avenue, NW
Washington, DC 20503-0001

Dear Mr. Daniels:

The Honorable David M. Walker
Comptroller General of
the United States
General Accounting Office
441 G Street, NW
Washington, DC 20548-0001

Dear Mr. Walker:

The Honorable Ted Stevens
President Pro Tempore
United States Senate
Washington, DC 20510-0001

Dear Mr. President:
