

APPENDIX A. HUD FORMS

Record of Clearances, Form HUD-1047

Record of
Clearances

U.S. Department of Housing
and Urban Development
Executive Secretariat

Type or print clearly.

ACORN Control Number:

Originator: (Last Name & Correspondence Code) Initials: Date: Comments:

Primary Program Office Assistant Secretary or
Equivalent: (Last Name & Correspondence Code) in:

1. out:

Correspondence Unit Chief or Point of Contact
for Correspondence: (Last Name & Correspondence Code) in:

2. out:

3. in:

out:

4. in:

out:

5. in:

out:

6. in:

out:

7. in:

out:

8. in:

out:

9. in:

out:

10. in:

out:

Comments and/or Special Dispatch Instructions:

Program Person to Contact for Questions:

Phone No:

Room No:

Correspondence Change Request, Form HUD-149

Correspondence

**U.S. Department of Housing
and Urban Development**
Executive Secretariat

Change Request

Program Area:

ACORN Control No.:

Request Submitted by:

Correspondence From:

Telephone Number:

Incoming Correspondence Date:
(mm/dd/yyyy)

Change Action Requested:

Acknowledgment Date, if any:

No Action Requested (NAR)

Extension and New Date

Interim Date, if any:

Downgrade(s) to:

Transfer to:

Today's Date:

Other:

Number of Previous Extensions: Original Due Date: Current Due Date:

Reason for Requested Change:

Program Office

Congressional Correspondence

Correspondence Unit Chief:

Approved

Modified

Disapproved, proceed as directed on control
slip

Initials Date

Approving Principal:

Approving Principal:

Signature

Date

Signature

Date

Request Status:

Approved

Modified

Disapproved, proceed as directed on control slip

Director, Executive Secretariat

Date

Telephone Inquiry/Response, Form HUD-2029

Telephone
Inquiry / Response

U.S. Department of Housing
and Urban Development
Executive Secretariat

Date: Time:

- [] Senator (name)
- [] Representative (name)
- [] Other - Mr./Mrs./Ms.(name)

Address / Telephone:

HUD Office / Program:

Name / Telephone of Person Completing this Form:

Subject: (Include date of letter, ACORN Control Number, etc., as appropriate)

Telephone Inquiry/Response:

Priority Correspondence Assignment Sheet for White House Correspondence

WHITE HOUSE CORRESPONDENCE

PRIORITY CORRESPONDENCE ASSIGNMENT
Executive Secretariat

Please do not send copies of response or any other information to the White House.

Response should be faxed back to Executive Secretariat.

ACORN

Control No. WF- _____ Date Due: _____

Assigned to: _____

From: _____ Phone: _____

Date of Fax: _____ Fax: _____

Number of pages, including this cover sheet: _____

SPECIAL INSTRUCTIONS:

- * Please use opening "President George W. Bush received your letter of [Date] and has asked the Department of Housing and Urban Development to respond to you because it administers the federal program of"
- * Please mail your reply to the writer, not the White House.
- * Please do not send copies to the White House.
- * Please do not use the name of any White House staff in

correspondence.

* Please fax a copy of the original signed and dated reply on HUD's official letterhead to the Executive Secretariat, along with the Executive Secretariat fax cover sheet that accompanied the incoming letter.

- - - - -

FAX RETURN REPLY TO: (202) 619-8365

From: _____ Phone: _____

Number of pages, including this cover sheet: _____

FINAL: _____ INTERIM: _____ TRANSFER: _____

EXTENSION (form HUD-149): _____ NAR (form HUD-149): _____

COMMENTS: _____

Priority Correspondence Assignment Sheet for General Correspondence

Priority Correspondence Assignment Sheet for GENERAL CORRESPONDENCE

- - - - -
CORRESPONDENCE ASSIGNMENT SHEET
Executive Secretariat

To report fax problems, please call (202) 708-3054.

ACORN
Control No. _____ Date Due: _____

Assigned to: _____

From: _____ Phone: _____

Date of Fax: _____ Fax: _____

Number of pages, including this cover sheet: _____

SPECIAL INSTRUCTIONS:

* Please mail your reply to the writer.
* Please fax a copy of the original signed and dated reply on HUD's official letterhead to the Executive Secretariat, along with the Executive Secretariat fax cover sheet that accompanied the incoming letter.

- - - - -

FAX RETURN REPLY TO: (202) 619-8365

From: _____

Phone:

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FINAL: _____

INTERIM: _____

TRANSFER:

EXTENSION (form HUD-149): _____

NAR (form HUD-149):

COMMENTS: _____
