

HUD NOTIFICATION

U.S. Department of Housing and Urban Development
Washington, D.C. 20410

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Appendix 16

THE UNDER SECRETARY
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, D.C. 20410-0050

October 26, 1989

MEMORANDUM TO: Regional Administrators
Field Offices

FROM: Alfred A. DelliBovi, Under Secretary

Subject: Grant Announcements

The Secretary values his relationship with the Congress and many state and local leaders and is especially interested in having the first opportunity to notify them of major Department actions, including grants and similar announcements. This effort will require several changes in the procedure currently used.

The purpose of this memorandum is to outline the new procedure for Department personnel in the field, who review and approve many of these grants. With the dual goals of responsiveness and consistency, the following information serves as that outline:

1. It is absolutely essential that Regional and Field offices release no information until given clearance to do so by the Office of Congressional Relations.

For each grant or announcement, an approval memo should be prepared by the appropriate HUD Regional or Field Office (please see attached). This approval memo should be telefaxed to the Office of Congressional Relations, FAX number 755-0350. This document will be presented to the Secretary and me for review and action. The Congressional Liaison Officer assigned to your state will then provide to you a release date. You should not release any information before the release date. The information is fully releasable after the release date.

In some cases, it will be impossible to adhere to the old five-day rule. The Congressional Liaison Officer for your state is your primary point of contact on such announcements. A list of state assignments is attached.

2. In order to protect sensitive material and ensure the delivery of accurate information, the individuals who make these announcements will rely exclusively on a newly-revised grants notification form (an example is attached). You will receive printed copies of this form and a computer disk which carries the format.

6/90

16-2

8022.1

Appendix 16

2

3. Special circumstances, such as a legal or technical reason why the announcement must be made before a certain date, should immediately be brought to the attention of the Congressional Liaison Officer.

4. All inquiries from Congressional offices regarding such announcements should be relayed to your Congressional Liaison Officer.

While I recognize that this process is different from that used in the past, I am convinced that it will facilitate the flow of information among the Department, the Congress and other major partners in our mission.

Attachments

16-3

6/90

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Appendix 16

THIS IS AN EXAMPLE OF THE INFORMATION AND FORMAT ON THE DISKETTE

MEMORANDUM FOR: The Under Secretary

FROM: XXXX XXXXXXXXX, Assistant Secretary for XXXXXXX

ACTION: Project Approval, (Number X-XXX-XXXX-XX)

DEADLINE: October 25, 1989

The following project has been prepared for release:

PROJECT DESCRIPTION

A Community Development Block Grant entitlement in the amount of \$12,313,000 to the City of Minneapolis, Minnesota. This information is eligible for release to the grantee on May 26, 1989.

PROJECT HIGHLIGHTS

* Comprehensive strategy to benefit low and moderate income persons, eliminate and prevent blight, rehabilitation of housing, economic and job base employment, provision of public facilities and public services in support of physical improvements.

STATUS

All administrative, regulatory and statutory requirements have been met.

CONGRESSIONAL DELEGATION

Senator Rudy Boschwitz (224-5641); Senator David Durenberger (224-3244), Congressman Bill Frenzel (225-2871); Congressman Martin Sabo (225-4755).

SUMMARY OF NOTIFICATION ACTION

Secretary_____ Under Secretary_____ Asst Sec_____ LCR_____

Congressional Call Completed To:_____ Date_____

Press Release Needed: Yes _____ No _____

Contact: