

SAMPLE GTR/GTM APPOINTMENT MEMORANDUM FORMAT

MEMORANDUM FOR: Director, Program Management Division, Office of
Asset Management and Disposition

FROM: Director, Multifamily Housing
Director, Public Housing
Director, Office of Native American Programs
Director, Rural Housing Management

(choose one)

SUBJECT: Designation of Congregate Housing Services Program (CHSP),
Government Technical Representative (GTR) and Government
Technical Monitor (GTM)

Effective _____(insert date)_____, the following
person/persons is/are designated as GTR and/or GTM for

_____(insert grantee name(s) and number(s)_____

Name	Designation	Telephone Number	Signature
_____	_____	_____	_____
_____	_____	_____	_____

If there are any questions, please feel free to call

_____(insert name and phone
number)_____.

cc: Grants Team Leader, Room 6180, HUD HQ
Grant Officer