



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

Memorandum

To: PHA Executive Directors
From: *Susan A. Wilson*
Susan A. Wilson, Director, Office of Urban Revitalization
Date: October 1, 2014
Re: Due Dates for Closing Mixed-Finance Transactions

This is to inform you of the Office of Public Housing Investments' schedule for processing mixed-finance projects intending to close by the end of the 2014 calendar year. If you intend to close your mixed-finance project by December 31, 2014, you must adhere to the following submission schedule. Please inform your development partners of these dates.

- Submit a complete Rental Term Sheet (RTS) and Mixed-Finance Proposal by November 7, 2014. The RTS and Proposal must be in accordance with 24 CFR 905 subpart F and must be complete. If you have already submitted an RTS and Proposal but have been asked to revise it, the revised RTS and Proposal must be submitted by November 7, 2014. If, after HUD review, the RTS and Proposal are determined to need substantial revision, the Proposal will be deemed incomplete and there will be no assurance that HUD will approve the project by December 31, 2014.
- Submit final, unexecuted evidentiary materials by November 17, 2014. These evidentiary materials must be in accordance with 24 CFR 905 subpart F and must conform to the RTS and Proposal, as revised after presentation to the Project Review Panel. No changes to the evidentiary materials are permitted after this date unless requested by HUD. If other parties make changes to the documents after submission, HUD gives no assurance that it will approve the documents before December 31, 2014.

We encourage you to submit the RTS and Proposal and evidentiary materials to your Grant Manager or to me before these due dates. We will review them in the order of receipt and will make every effort to accommodate your closing date. It is to your advantage to submit the documents prior to the above deadlines.

As this is an extremely busy time of year, we request that you and your staff make every effort to close your project prior to December 22nd. While we will still work with you to get your project closed prior to December 31st, typically, there are a limited number of staff in the office between December 22nd and December 31st.

If you have any questions regarding this matter or if our office is unaware of your intent to close a project by the end of the calendar year, please call Susan Wilson, Director, Office of Urban Revitalization, at 202-402-4500 or Donna Poggi Keck, Team Leader, at 202-402-4180 . Thank you for your cooperation on this important matter.