




U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-8000

OFFICE OF HOUSING

JUN 30 2009

MEMORANDUM FOR: All Multifamily Hub Directors  
All Multifamily Program Center Directors  
All Multifamily Operations Officers  
All Contract Administrator Oversight Monitors

FROM:  Beverly J. Miller, Director, Office of Asset Management, HTG

SUBJECT: Revised and Updated 4350.1- Chapter 6, Conducting Management Reviews – Implementation Date Change

The Department has decided to extend the implementation of Chapter 6 until September 29, 2009. To avoid confusion, please do not use the revised guidance until after that date.

Comments from field personnel and others have assisted in pointing out items for clarification. A few items will probably be the subject of an eventual change in the Handbook text. The Department wants to ensure that everyone has adequate opportunity to review the text in detail and determined the additional time will not significantly impact HUD program oversight.

Please submit detailed comments to the following Mailbox address:

[PPSDCommunications@hud.gov](mailto:PPSDCommunications@hud.gov)

Please make the email subject line to say Chapter 6, Handbook 4350.1 and submit comments as soon as possible so that they can be reviewed and as needed clarifications made available to all interested parties. Our industry partners may comment directly to you about the Handbook update, please inform they may comment directly by using the mailbox address above. You may also submit comments on their behalf.

We want to have all comments in hand no later than August 20, 2009 to ensure all questions and issues are fully addressed.

Each Program Center Director is again responsible for ensuring that all staff receive this memorandum, have access to, and read the revised Chapter 6. Contract Administrator Oversight Monitors (CAOM) must provide this memorandum to their respective Project-Based Contract Administrators. Hub Directors must communicate with their counterparts in state housing finance agencies who may be contract administrators and make this memorandum and the revised Chapter available to them for their information and use.

Thank you again for your cooperation and support. Send questions and comments to the "PPSD Communications" Mailbox.