



U.S. Department of Housing and Urban Development

1999 Broadway, Suite 3390, Box 4
Denver, Colorado 80202

**OFFICE OF THE ASSISTANT SECRETARY
FOR PUBLIC AND INDIAN HOUSING**

**NATIONAL OFFICE OF NATIVE
AMERICAN PROGRAMS**

Dear Negotiated Rulemaking Participant:

Enclosed is a copy of the revised 'Request for Technical Information' or 'Blue Sheet', which was developed in order to request information from HUD for use in Negotiated Rulemaking meetings. Blue Sheets will be available throughout the meeting, both in full committee and workgroups, and can be filled out and handed in at any time during the meeting.

Following is the process for submitting requests:

- Any committee member or workgroup participant may complete a 'Request for Technical Information'.
- A Workgroup Chair or the Committee Chair must sign the Request before being submitted to HUD.
- The Workgroup Chair or the Committee Chair will then submit the request to any member of the HUD team.
- The HUD team will indicate the date and time received. The request will also be assigned a number.
- When completed, the request will be distributed by hand (if the meeting is in session) to the person making the request. A copy of the request and document(s) will also be submitted to the Workgroup Chair (or Committee Chair). The document will also be posted on the Internet at:

<http://brc.arch.uiuc.edu/ihbg/negreg/negreg.htm>

- Requests can also be submitted between meetings but a Workgroup Chair or Committee Chair must sign the request before being submitted to HUD. Requests made after the meeting should be faxed to Deb Lalancette in the Denver Program Office at 303-675-1660.
- If the request is submitted after the session is adjourned or if the request can not be completed before the meeting is adjourned, notification and distribution will be via e-mail and the completed request will be posted on the Internet along with the name of requester, subject of the request, and date completed at:

<http://brc.arch.uiuc.edu/ihbg/negreg/negreg.htm>

HUD will retain all Blue Sheets and copies will be inserted into a special binder along with the document(s) produced. The binder will be kept in the Office during meetings.

We hope that implementation of these steps will result in a smoother procedure.

Sincerely,

A handwritten signature in black ink that appears to read "R. Boyd".

Rodger Boyd
Deputy Assistant Secretary
for Native American Programs

Formula Negotiated Rulemaking Committee

Request for Technical Information

Your name: _____

Your e-mail: _____

Your Workgroup: _____

Date request submitted to Workgroup Chairperson: _____

Workgroup Chairperson: _____

Type of information requested: _____

Date request received by HUD: _____

Time request received by HUD: _____

Staff person accepting the request:: _____

Assigned to: _____

Date request processed: _____

Returned to: _____

Comments: _____
