

ATTENTION Executive Director:

The Real Estate Assessment Center (REAC) will not consider any requests to waive Departmental regulations that are submitted through U.S. Postal Office, overnight/express, email or by system generated automatic submission. Please note that all requests to waive regulations submitted directly to REAC will not be processed and, therefore, will be considered an incomplete submission.

HUD's Office of Public and Indian Housing (PIH) issued a Notice (PIH notice 2009-41) which instructs Housing Authorities/Agencies on how they must submit a request to waive Departmental regulations. This Notice is an active procedural requirement which states under "**Purpose**" of the second paragraph, "*This Notice replaces any previous guidance that permitted public housing agencies (PHAs) to submit waiver requests directly to HUD Headquarters (HHQ) program offices.*" Therefore, until further notice, Housing Authority Executive Directors are required to submit any requests to waive Departmental regulations directly to their local field office Director. The requesting letter must be typed on the Agency's letterhead, signed and dated. The local field office may accept the request via the U.S. Postal Office, overnight/express or scanned email. Subsequently, the local field office will download the required three documents ((1) HAs requesting letter; (2) field office's checklist; and (3) memorandum of recommendation addressed to the current PIH Assistant Secretary) into the Department's SharePoint site for processing and response by REAC/NASS.

Should you need any assistance regarding this matter, please contact your local field office; the REAC Technical Assistance Center (TAC) either by phone at 1-888-245-4860 from 7:00am to 8:30pm Eastern Daylight Time (EDT), Monday through Friday or anytime via email at REACTAC@hud.gov; or you may send an email to PHAS@hud.gov.