

Sample Letter Disapproving an Agency Based on BPR Findings

Dear _____:

(Name of HUD Staff Person) conducted the Biennial Performance Review for your agency on _____, 19___. Unfortunately, he/she found major deficiencies in your performance as a HUD-approved housing counseling agency and cannot, at this time, reapprove your organization.

The deficiencies found in relation to performance under your HUD-approved housing counseling plan and HUD Handbook 7610.1 are as follows:

(List each deficiency separately. Be specific! Cite the aspect(s) of the agency's counseling plan and/or the handbook in relation to which the deficiency exists. If the deficiencies are numerous, consider setting them forth on sheets attached to this letter.)

You have thirty days from the date of this letter to submit your response to the deficiencies. My staff is available to discuss these with you if you need clarification of the citations. Please feel free to call (name of HUD staff person and telephone number) for assistance.

If your response is not received within sixty days, or you have not corrected the deficiencies within that time, this office will terminate our approval of your agency. If this action is taken, your agency may seek reapproval through the regular process set forth in HUD Handbook 7610.1.

Thank you for your participation in the housing counseling program. The Department hopes that you can correct the deficiencies cited and continue in the program.

Sincerely,

Single Family Director