

SAMPLE FORMAT OF APPROVAL MEMORANDUM FOR CONGRESSIONAL NOTIFICATIONS

MEMORANDUM FOR: The Under Secretary
FROM: XXXX XXXXXXXXX, Assistant Secretary for XXXXXX
ACTION: Project Approval (Existing Housing Certificate)
DEADLINE: XXXXX XX, 1990

The following program funds have been prepared for release:

PROGRAM DESCRIPTION

Section 5 Existing Housing Certificate funds in the amount of XXXXXXXX to the Housing and Revevelopment Authority of Duluth for a period of five years. This information is eligible for release to the Pulbic Housing Agency on XXXXX XX, 1990.

PROJECT HIGHLIGHTS

These funds are to be used in connnection wih the Rental Rehabilitation program. Twenty (20) certificates are being provided for this purpose.

STATUS

All administrative, regulatory and statutory requirements have been met.

CONGRESSIONAL DELEGATION

Senator Rudy Boschwitz (224-5641); Senator David Durenberger (224-3244), Congressman Bill Frenzel (225-2871); Congressman Martin Sabo (225-4755).

SUMMARY OF NOTIFICATION ACTION

Secretary _____ Under Secretary _____ Asst Sec _____ LCR _____
Congressional Call Completed To: _____ Date _____
Press Release Needed: Yes _____ No _____
Contact: