

SAMPLE OAP LETTER TO LOCAL GOVERNMENTS

(HUD Field Office Manager/Supervisor Letterhead)

(Addressee:  
Chief Executive Officer of the  
Appropriate Local Government Unit)

Subject: \_\_\_\_\_

\_\_\_\_\_  
(Name and Location of Project)

Dear Sir or Madam:

The Department of Housing and Urban Development is authorized by Section 201 of the Housing and Community Development Amendments of 1978 to provide financial assistance directly to certain troubled subsidized multi-family projects through the Operating Assistance Program (OAP). The purpose of this program is to preserve existing housing projects for low- and moderate-income residents by providing funding to restore or maintain financial soundness and to improve project management. This program provides cash to correct deferred maintenance problems and to fund monthly operating deficits and deficiencies in the project's replacement reserve funds.

The subject project, which is in your Jurisdiction, is being considered for assistance under the OAP. Pursuant to Section 201, we invite your support and cooperation in ensuring that:

- (1) Real estate taxes will be assessed in accordance with normal property assessment procedures and will be no greater than taxes assessed on comparable properties;
- (2) Essential services are provided to this project at a level in keeping with the community's general level of such services.

By improving the physical conditions and management of this project, the OAP should benefit both the project and the surrounding neighborhood. If you believe that our provision of OAP would conflict with your local plans and priorities, we would be happy to discuss the matter with you.

If you have any concerns which you would like us to address when we negotiate the physical and management improvement program with the project owner, we invite you to submit them to us during the next two weeks. Any questions or comments may be addressed to \_\_\_\_\_ at the above address or at telephone number \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
(HUD Field Office Manager,  
Supervisor)

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Appendix 13  
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SAMPLE CILP LETTER TO LOCAL GOVERNMENTS

(HUD Field Office Manager/Supervisor Letterhead)

(Addressee:  
Chief Executive Officer of the  
Appropriate Local Government Unit)

Subject: \_\_\_\_\_  
\_\_\_\_\_  
(Name and Location of Project)

Dear Sir or Madam:

The Department of Housing and Urban Development is authorized by Section 201 of the Housing and Community Development Amendments of 1987 to provide financial assistance directly to certain troubled subsidized multifamily projects through the Capital Improvement Loan Program (CILP). The purpose of this program is to allow owners to make capital improvements in existing housing projects for low- and moderate-income residents.

The subject project, which is in your jurisdiction, is being considered for assistance under CILP. Pursuant to Section 201, we invite your support and cooperation in ensuring that:

- (1) Real estate taxes will be assessed in accordance with normal property assessment procedures and will be no greater than taxes assessed on comparable properties;
- (2) Essential services are provided to this project at a level in keeping with the community's general level of such services.

By improving the physical condition of this project, the CILP assistance should benefit both the project and the surrounding neighborhood. If you believe that our provision of CILP assistance would conflict with your local plans and priorities, we would be happy to discuss the matter with you.

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If you have any concerns that you would like us to address when we negotiate the program with the project owner, we invite you to submit them to us during the next two weeks. Any questions or comments may be addressed to \_\_\_\_\_ at the above address or at telephone number \_\_\_\_\_.

Sincerely,

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(HUD Field Office Manager,  
Supervisor)

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