SAMPLE FORMAT OF APPROVAL MEMORANDUM FOR CONGRESSIONAL NOTIFICATIONS

MEMORANDUM FOR: The Under Secretary
FROM: XXXX XXXXXXXX, 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 XXXXXXX to the Housing and Revevelopment Authority of Duluth for a period of five years. This information is eligible for release to the Public Housing Agency on XXXXX XX, 1990.

PROJECT HIGHLIGHTS

These funds are to be used in connection with 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:

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