

Appendix 38

SAMPLE NOTIFICATION LETTER OF DISAPPROVAL TO
IMPLEMENT A PROJECT-BASED CERTIFICATE PROGRAM

(Field Office Letterhead)

(Addressee: PHA Director)

You are hereby advised that your submission of _____,
requesting authorization to implement the project-based certificate (PBC)
program, has been disapproved for the following reason(s):

[] Proposed Units Exceed 15 Percent of Units Reserved for the
PHA. The cumulative number of units for which the PHA is
requesting (or has previously requested) approval to attach
assistance (for both rehabilitated and newly constructed
units) exceeds 15 percent of the total number of units
reserved for the PHA's rental certificate program.

*

[] Proposed Number and Unit Size Distribution Inconsistent with
the Funding Source. The number and sizes of units for which
the PHA is requesting approval to attach assistance is
inconsistent with the number and the unit size distribution
for the ACC that is the funding source.

Funding Source: _____

Proposed Unit Sizes

ACC Unit Sizes

Unit Size Distribution	
_____ 1-BR	
_____ 2-BR	
_____ 3-BR	
_____ 4-BR	

Unit Size Distribution	
_____ 1-BR	
_____ 2-BR	
_____ 3-BR	
_____ 4-BR	

_____ TOTAL

_____ TOTAL

*

[] Termination Date of the Proposed HAP Contract After
Expiration of Funding Source ACC. The proposed HAP contract
term for PBC ends after the ACC expiration date of the
funding source from which the HAP contract is to be funded.

Proposed Funding Source: _____

Proposed HAP Contract
Termination Date: _____

ACC Expiration
Date: _____

Appendix 38

[] Proposed HAP Contract Term is less than 2 years.

In order to implement a PBC program, your agency must remove the above impediment(s). If you have any questions or require assistance concerning the PBC program, please contact the Public Housing Division at

_____.

Field Office Manager

*If applicable, expand paragraph to cover more than one funding source.