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REMINDER TO COMMUNITY DEVELOPMENT BLOCK GRANT RECIPIENT  
(HUD Field Office Letterhead)

(Addressee: Chief Executive Officer of recipient locality)

Dear \_\_\_\_\_:

The Department of Housing and Urban Development has not received sufficient responses to its invitation issued on \_\_\_\_\_ for applications to administer a Section 8 Existing Housing Program in \_\_\_\_\_ to utilize all of the contract authority available. Applications may request a total number of units not to exceed \_\_\_\_\_ units at gross rents at or below the existing Fair Market Rents.

As part of your Community Block Grant application, you submitted a Housing Assistance Plan (HAP) in which you proposed housing assistance goals for the use of Section 8 Existing Housing during the current funding year.

As part of our block grant performance review, this office will be reviewing your activities to determine whether you have carried out a program substantially as described in your application. In making subsequent block grant funding determinations, we will give careful attention to whether your locality has taken essential actions that are well within its control in order to implement the HAP.

We wish to encourage you to take advantage of this opportunity to implement your housing assistance goals. Applications must be received by \_\_\_\_\_.  
(date)

If you wish to discuss the implementation of a Section 8 Existing Housing Program in your locality, we would be pleased to provide you with additional information and assistance. (Ms./Mr. \_\_\_\_\_) of my staff is the Multifamily Housing Representative best acquainted with your locality and may be reached by telephone on \_\_\_\_\_.

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Field Office Director

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7420.3 REV-2 CHG-1

APPENDIX 3-2

(HUD Field Office Letterhead)

(Addressee: Chief Executive Officer of recipient locality)

Dear \_\_\_\_\_:

The Department of Housing and Urban Development has not received sufficient responses to its invitation issued on \_\_\_\_\_ for applications to administer a Section 8 Moderate Rehabilitation Program in \_\_\_\_\_. The contract authority available for the allocation area is \$\_\_\_\_\_. This contract authority will support approximately \_\_\_\_\_ units for the elderly and handicapped, \_\_\_\_\_ units for families and \_\_\_\_\_ units for large families (three or more bedrooms).

As part of your Community Development Block Grant application, you submitted a Housing Assistance Plan (HAP) in which you proposed housing assistance goals for the use of Section 8 Moderate Rehabilitation during the current funding year. 1

As part of our block grant performance review, this office will be reviewing your activities to determine whether you have carried out a program substantially as described in your application. In making subsequent block grant funding determinations, we will give careful attention to whether your locality has taken essential actions that are well within its control in order to implement the HAP.

We wish to encourage you to take advantage of this opportunity to implement your housing assistance goals. Applications must be received by \_\_\_(date)\_\_\_.

If you wish to discuss the implementation of a Section 8 Moderate Rehabilitation Program in your locality, we would be pleased to provide you with additional information and assistance. (Ms./Mr.\_\_\_\_\_) of my staff is the Multifamily Housing Representative best acquainted with your locality and may be reached by telephone on \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Field Office Manager/  
Supervisor

\_\_\_\_\_  
1For FY 1979 only, delete "Section 8 Moderate Rehabilitation" and insert "Section 8 Existing Housing which includes the Moderate Rehabilitation Program."