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

(HUD Field Office Letterhead)

(Addressee: PHA Director)

We are pleased to advise you that we are approving your request of ___(date)___ to implement a project-based certificate program using funding source _____. Your agency may execute Agreements for ___ units (___ 0-bedroom, ___ 1-bedroom, ___ 2-bedroom, ___ 3-bedroom, ___ 4-bedroom). The latest HAP contract expiration date for these PBC units is ___(date)____. The paragraphs checked below are applicable to your agency's PBC program.*

[] Based on this request and prior approvals, the cumulative number of PBC units for which your agency may execute Agreements is ___ units (___ 0-bedroom, ___ 1-bedroom, ___ 2-bedroom, ___ 3-bedroom, ___ 4-bedroom). The total number of units in your PBC program is ___ units.**

[] Presently the units reserved under project number _____ are not yet under ACC. Upon ACC execution, your agency may execute Agreements for _____ additional units (___ 0-bedroom, ___ 1-bedroom, ___ 2-bedroom, ___ 3-bedroom, ___ 4-bedroom) from funding source _____. The HAP contract date for these units may not exceed ___(date)___ or the ACC expiration date for project _____. Note that the advertisement for owner applications may not be published and no Agreements may be entered for PBC units being authorized based on units that are reserved but not yet under ACC.

* Since authorization is being given to execute Agreements, only include units being authorized based on units under ACC. Expand paragraph if approval is being given for use of more than one funding source.

** The first sentence of this paragraph covers the total number of units that can be placed under Agreement, i.e., units being authorized based on units under ACC. The second sentence covers all PBC units, including those authorized based on units reserved but not yet under ACC.

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[] This office has not yet received or completed its review of your agency's unit selection policy and/or the text of your advertisement for PBC owner applications. Your agency may not advertise for owner

applications for the PBC program until HUD has reviewed and approved these items.

[] Your agency's unit selection policy, submitted on ___(date)___ and the text of your PBC advertisement for owner applications, submitted on ___(date)___, are approved. Your agency may advertise for owner applications for the PBC program upon receipt of this letter.

[] The unit selection policy submitted on ___(date)___ is approved.

[] This office has completed its review of your agency's unit selection policy and found it inconsistent with program requirements for the following reasons: _____

_____.

Therefore, your agency may not advertise for owner applications for the PBC program until the above issues are resolved. Please resubmit a revised unit selection policy at your earliest convenience.

[] The advertisement for owner proposals submitted on ___(date)___ is approved.

[] This office has completed its review of the text of your agency's advertisement and found it unacceptable for the following reasons: _____

_____.

Therefore, your agency may not advertise for owner applications for the PBC program until the above issues are resolved. Please resubmit a revised advertisement for owner applications at your earliest convenience.

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[] A PBC program unit selection policy and the text of the advertisement for PBC owner applications was previously approved by this office on ___(dates)___ . If you intend to revise this policy or alter the text of the advertisement, your agency may not advertise for additional PBC owner applications until HUD has reviewed and approved the changes.

Be advised that implementation and operation of the PBC program must comply with the requirements of 24 CFR Part 882, Subpart G and the handbook requirements. If you have any questions, please contact the Public Housing Division at _____.

