

FORMAT FOR REJECTION LETTER BASED ON TECHNICAL PROCESSING

SEND TO: Sponsor

HOW: Must be sent by Certified Mail - Return Receipt Requested

WHEN: By _____

Dear _____ :

SUBJECT: Rejection of Section 811 Application for Fund
Reservation Based on Technical Processing

Location: _____ No. of Units _____

Project No.: _____

The subject application has been reviewed by this office and found unacceptable for further consideration because:

(List all reasons for technical rejection, based upon comments of all technical disciplines.)

If your organization wishes to submit an appeal, it must be received in this office no later than _____ to receive consideration. The appeal may not include any new documents or information not submitted by the original application deadline date or in response to the deficiency letter, if any, following preliminary evaluation. Following receipt of any appeal, this office will render a decision within _____ days and notify you of the results.

Thank you for your interest in the Section 811 program.

Sincerely,

Manager

cc: Housing Consultant