
SAMPLE LETTER TO THE
CHIEF EXECUTIVE OFFICER
OF LOCAL GOVERNMENT

Chief Executive Officer or His Designee
Unit General Local Government
Address

Dear _____:

HUD recently published a Notice of Fund Availability (NOFA) announcing the opportunity to apply for Section 8 Loan Management Set Aside assistance. I have enclosed the applications we received from owners of multifamily rental properties in your jurisdiction. Pursuant to Section 213(c) of the Housing and community Development Act of 1974, HUD will assess the extent to which there is a need for the assistance requested, taking into consideration whether:

- the community in which the project is located is providing, or will provide, essential services to the project in keeping with the community's general level of these services; and
- the real estate taxes on the project are or will be no greater than would be the case if the property were assessed in a manner consistent with normal property assessment procedures for the community.

An application may be approved only if HUD reaches favorable determination.

I invite you to submit your comments and any information you believe is relevant to our determination. While HUD will not be bound by any such comments or information, all relevant or submissions you provide will be considered. We can only accept comments or information returned to this office within 30 days of your receipt of this letter. If you do not intend to submit comments or information, please notify us as soon as possible so that we may expedite our review.

Sincerely,

(Field Office Manager)

Enclosures