

MEMORANDUM FOR: Miguel A. Fontanez Sanchez, Director, Housing Voucher Financial Management Division, PEVB

FROM: **[Director's Name]**, Director, Office of Public Housing, **[Field Office Number e.g. IAPH]**

SUBJECT: Project Based Assistance Subsidy Layering Review
[Name of the Project]
[City, State]

Attached is a request for a Subsidy Layering Review from the **[Housing Authority Name]** **[Abbreviation for Housing Authority Name]** for Project-Based Section 8 Vouchers. This project involves **[new construction or substantial rehabilitation]** of **[Total Number]** units. **[Number of PBV units]** of these units will be PBV units. The project will provide supportive services including **[Description of Supportive Services]**.

The project permanent sources of funding and the dollar amounts are as follows:

<u>Permanent Sources of Funding</u>	<u>Dollar Amounts</u>
[Name]	[xxx]
[Name]	[xxx]
Total	[xxxxx]

The contract rent has been determined reasonable in compliance with 24 § 983.59 and §§983.301 through 983.305. The **[Abbreviation for Housing Authority Name]** has proposed contract rents for this development as follows:

Project-Based Voucher Units

<u>Unit Size</u>	<u>Number</u>	<u>Contract Rent</u>	<u>Utility Allowance</u>	<u>Gross Rent</u>
0 BR, 1 BA	[xxx]	[\$xxx.xx]	[\$xxx.xx]	[\$xxx.xx]
1 BR, 1 BA	[xxx]	[\$xxx.xx]	[\$xxx.xx]	[\$xxx.xx]
2 BR, 1 BA	[xxx]	[\$xxx.xx]	[\$xxx.xx]	[\$xxx.xx]
Total	[xxxx]			

Please review the application for subsidy layering requirements and advise us of your decision. We appreciate your assistance in this matter. If you have any questions, please contact **[Field Office Contact Name, Telephone Number and Email Address]**.

Attachments