

Appendix 2

MEMORANDUM FOR: The Demolition/Disposition File

ATTENTION: __Reviewer Name__, __Title__, SAC, PIA

FROM: _____, Director, _____ State/Area Office of Public Housing, __PH

Signature

SUBJECT: Demolition/Disposition Application Submitted by the ____(PHA Name)___ HA on
____(DATE)___ for ____(Development Name)___ Development(s)

My staff and I are aware* of the subject submission and are familiar with the activity the Public Housing Agency (PHA) proposes in the submission to the Special Applications Center. Our Office approved the ____(PHA Name)___ HA's Agency Plan for Demolition/Disposition on ____ (DATE)____, which includes the subject development(s).

According to the files in our office, this PHA has expended, by year, the following funds at the subject development(s):

CIAP/CGP/Capital Funds Expended Development:	
Fiscal Year	Amount
	\$
	\$

Please [Choose One of the Following](#)

___ This office will perform the Environmental Review, under 24 CFR, Part 50, and we expect to complete the work on ____ (DATE)____. SHPO was notified on ____ (DATE)____.

This office performed the Environmental Review, under 24 CFR, Part 50 on ____ (DATE)____.

The Environmental Review will be performed by ____ Name of the responsible Entity ____ under 24 CFR, Part 58. They expect to have the work done by ____ (DATE)____.

The Environmental Review was performed by ____ Name of the responsible Entity ____ under 24 CFR, Part 58 on ____ (DATE)____, and signed off by this office on ____ (DATE)____ [and we have received the Form 7015.15 \(Request for Release of Funds and Certification\) and approved and signed the Form 7015.16.](#)

| *My staff and I have examined the data in our files such as; reviews, inspection reports, modernization records, etc., and I certify that the action proposed in the subject application, is not contrary to any VCA, MOU, or other FH&EO activity and is in the best interests of the Department.