**Buyout/Acquisition Program Homeowner Letter of Denial**

 **Date**

 **Applicant Name**

 Mailing Address

 **City, State, Zip Code**

 Dear **\_\_\_\_\_Applicant Name \_\_\_\_\_\_\_\_\_\_\_,**

The \_\_\_\_\_Subrecipient Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is in receipt of your application for participation in the CDBG-DR Buyout / Acquisition Program for the property located at \_\_\_\_\_Property Address, City, State, Zip \_\_\_\_\_. Unfortunately, due to the following reasons, your application has been denied.

1. Comment
2. Comment
3. Comment

If you feel that the denial reasons listed above are not valid, you may appeal this decision within 30- days of the date of this letter. The Appeals Form can be found at the following link, \_\_\_\_Enter website link if applicable otherwise delete this sentence \_\_\_\_\_\_, or by requesting a copy from the case manager assigned to your application. Any appeal not received within the 30-day time period will be deemed as a non-response and deem the property ineligible for funding. The completed Appeal Form may be sent electronically to \_\_\_\_Subrecipient email address\_\_\_\_\_\_\_\_\_\_\_ or mailed to \_\_\_\_\_\_Subrecipient Mailing Address\_\_. Once the appeal form has been received, it will be review by \_\_\_Subrecipient Name \_\_\_\_\_\_\_, and then forwarded to the Texas General Land Office for final appeal determination.

Thank you for your interest in the CDBG-DR Buyout & Acquisition Program

\_\_\_\_\_\_\_\_\_Subrecipent Name \_\_\_\_\_\_\_\_\_

***Disclaimer:*** *The Texas General Land Office has made every effort to ensure the information contained on this form is accurate and in compliance with the most up-to-date CDBG-DR and/or CDBG-MIT federal rules and regulations, as applicable. It should be noted that the Texas General Land Office assumes no liability or responsibility for any error or omission on this form that may result from the interim period between the publication of amended and/or revised federal rules and regulations and the Texas General Land Office's standard review and update schedule.*