

[DATE]

[NAME]
[ADDRESS]

RE: Grant-Funded Technical Assistance Request for [NAME OF PROPERTY]

Dear [NAME OF APPLICANT]:

It is with regret that we inform you that [PROPERTY NAME] does not qualify for grant-funded technical assistance. This property is not owned or controlled by a public entity.

If these circumstances change, or if you have any questions, please contact me at [TECHNICAL REVIEWER'S PHONE NUMBER].

OR

It is with regret that we inform you that we no longer have funding available in the current federal fiscal year to provide [APPLICANT] with grant-funded technical assistance for [PROPERTY NAME]. If you wish to fund the technical assistance through other sources, please contact our central office to set up an account. If you would like to be considered for grant-funded technical assistance when funds become available, we recommend reapplying during the next federal fiscal year.

If you have any questions, please contact me at [TECHNICAL REVIEWER'S PHONE NUMBER].

Sincerely,

[NAME OF TECHNICAL REVIEWER]
Division of Emergency and Remedial Response
Voluntary Action Program

cc: VAP Manager, DERR/VAP/CO
VAP Supervisor, DERR/VAP/CO
Administrative Supervisor, DERR/CO
VAP Files