[Subrecipient Letterhead]

[DATE]

[HOMEOWNER NAME]

[HOMEOWNER ADDRESS]

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_,

This letter is to notify you your application is being closed as a result of unresponsiveness.

You were contacted on [list dates and methods here], and no response has been received.

Housing Rehabilitation and Reconstruction policies state you are required to respond in a timely fashion to request for information and materials to complete the eligibility process. A response is required within 30 days of the first time we tried to reach you. If we do not hear from you or receive the request materials within the 30 day window, your application will be considered to be “on hold” until the information is received.

“Unresponsive” is defined as failure to answer or return three consecutive phone calls or failure to respond to written request within the timeline above.

You may appeal your application closure one time by contacting the Georgia Department of Community Affairs at [DCA Contact-Please contact DCA for info]. If you application is reopened, subsequent closure for unresponsiveness is not appealable.

[Insert any other notes related to the decision here].

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(CASE MANAGER NAME)