



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-6000

OFFICE OF POLICY DEVELOPMENT
AND RESEARCH

OMB Control Number: 2501-0044
Exp. Date: 2/28/2027

[MONTH] [DAY], [YEAR]

[SALUTATION] [FIRST NAME] [LAST NAME]
[TITLE]
[GRANTEE ORGANIZATION NAME]
[STREET ADDRESS]
[CITY, STATE, ZIP]

Dear [SALUTATION] [LAST NAME]:

We are pleased to inform you that your application submitted on [MONTH] [DAY], [YEAR], in response to the U.S. Department of Housing and Urban Development's (HUD) Notice of Funding Opportunity (NOFO) titled [NOFO TITLE] [IDENTIFYING CODE], has been selected to receive a grant in an amount not to exceed [AMOUNT]. Please let us know if you do not accept this offer immediately.

We received over [XXX] applications in response to this NOFO and your organization's application was identified as a top contender among this very competitive group.

Please be advised that your **selection is conditional** based upon your response to the following:

1. Acknowledgment and acceptance: Please respond as soon as possible to this email and not later than [MONTH] [DAY], [YEAR], and indicate whether your organization accepts this grant offer. If you are not the Authorized Official and this email has come to you in error, please let us know immediately and provide the appropriate point of contact.
2. If the amount of the award being offered by HUD is lower than the amount requested and you accept this offer, you will need to provide a revision of your initial proposal, budget, budget narrative, and a brief description of what was changed by [MONTH] [DAY], [YEAR]. HUD will complete its review of your proposed revisions by [MONTH] [DAY], [YEAR], and determine whether further information or negotiation is necessary. Please be advised that HUD will not make an award if you do not successfully conclude negotiations promptly or fail to provide the requested information. In this case, HUD may select another eligible applicant.

Your Grants Officer (GO), Michael Stewart, will contact you to set up a date to negotiate and make final award arrangements for this grant. Your Government Technical Representative will join as well. In preparation for the negotiation meeting, please email the required documents to Michael Stewart at Michael.J.Stewart@hud.gov.

We look forward to working with you in support of your research efforts. If you have any questions, please don't hesitate to contact our Grants Management lead at Stephanie.V.Stone@hud.gov.

Sincerely,

John Gibbs
Principal Deputy Assistant Secretary for Policy
Development and Research