

Congratulatory email

Good morning/afternoon,

The U.S. Department of Housing and Urban Development (HUD) is pleased to announce that for “[YEAR OF NOFO AND Title],” your application was selected to receive a cooperative agreement in an amount not to exceed \$XXXXXXX. In the next several days I will be in contact with you to schedule a date and time to discuss budget/administrative negotiations, review the terms and conditions for your award, and address your questions or concerns.

Please find the attached congratulatory letter and linked forms announcing the proposal for the cooperative agreement “[FR-XXX-N-XX: FY 20XX] [TITLE OF NOFO];” Project Title: [TITLE] .

Once we have completed the budget and administrative negotiations the award will need to be signed by the University.

The Government Technical Representative (GTR), [GTR NAME] is also working on this project and will join us for the negotiation conversation.

Please fill out and return to me electronically all forms attached as soon as possible. If you require assistance with the LOCCS forms, please contact [Budget Officer/Analyst Name] at (202) 402-XXXX or via email at [email@hud.gov]. HUD welcomes and is prepared to receive calls from individuals who are deaf or hard of hearing, as well as individuals with speech or communication disabilities. To learn more about how to make an accessible telephone call, please visit <https://www.fcc.gov/consumers/guides/telecommunications-relay-service-trs>

Thank you for your patience, and congratulations on your award.

[GRANT OFFICER NAME]

Grants Officer

Grants Management/University Partnerships

451 7th Street SW Room XXXX

202/XXX-XXXX

Washington, DC 20410