



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

OFFICE OF POLICY DEVELOPMENT
0044
AND RESEARCH

OMB Control Number: 2501-

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 *Research on Financing and Other Non-Zoning Barriers to Increasing Missing Middle Housing Supply* [IDENTIFYING CODE], has been selected to receive a grant in an amount of [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 of the grant: Please respond as soon as possible to this email and not later than [MONTH] [DAY], [YEAR], and indicate whether your organization accepts this grant award. 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 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 conditions to the grant are necessary. Please be advised that HUD will not make an award if you do not provide the requested information. In this case, HUD may select another eligible applicant.

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

We are very excited to start this program and support your efforts to prevent evictions and provide legal assistance to at-risk tenants. We look forward to working with you. If you have any questions, please don't hesitate to contact me at 202-402-7580 OR Curtissa.L.Coleman@hud.gov.

Sincerely,

Curtissa Coleman Director, Grants Management and
University and Partnerships