

**From:** [REDACTED]  
**Sent:** Wednesday, April 24, 2024, 6:20 PM  
**To:** [REDACTED]  
**Subject:** Sample Radon Negotiation Email Notification

Dear Authorizing Official's Name:

Welcome to the FY2023 Radon Testing and Mitigation Demonstration for Public Housing (RTMD) Grant Program! You have been assigned the following grant number: **Grant Number**.

Please confirm receipt of this email and return the attached documents to the negotiation team by **April 1, 2024**. It is recommended that you first read the "Welcome Letter" attachment.

The following attached documents are required as part of your formal negotiation meeting. To expedite the negotiation process, send all the requested documents in one email and include your organization's grant number in the email subject line.

**This package should be fully completed and emailed back to the negotiation team by 5:00 PM EDT April 1, 2024.**

1. **Welcome Letter.**
2. **Negotiation Questions** - Thoroughly review the word document and answer each question accordingly. Additional explanations may be necessary. Select "N/A" for any sections that are not applicable.
3. **424CBW Budget** – See the PRA and Instructions tab for using the 424CBW budget. The worksheet lists the typical items that a grant will support depending on the project objectives, allowable costs, and restrictions. Complete the Name and Address of Applicant section at the top of the Workbook tab. Be sure to add the date and grant number **Grant Number**. A budget worksheet needs to be completed for each subgrantee/subrecipient or partner that will receive more than 10% of the budget. Any cost associated with executing the grant should be listed on the worksheet. Save document file name as: Grantee number, form name and date.
4. **Budget Narrative** - This document explains/justifies the estimated costs by line item or category in the budget. The Budget Narrative should explain how the costs associated with each line item or category relate to the implementation of the grant. Any costs listed in the Budget Workbook should have a corresponding detailed explanation in the Budget Narrative. **See the attached Budget Narrative Instructions.** Save document file name as: Grantee number, form name and date.
5. **HHGMS Access and Contact List** - The information on this form is used to grant access to Healthy Homes Grant Management System (HHGMS), which is the web-based system used to manage the grant. Save document file name as: Grantee number, form name and date.

We kindly ask that each organization follows these steps in all correspondence:

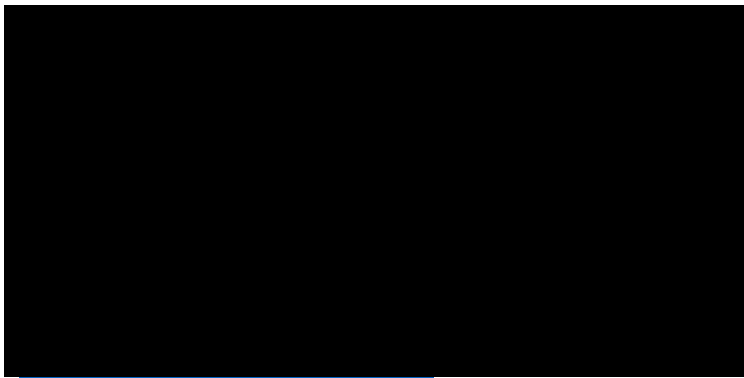
- Designate one (1) point of contact (POC) for this process.
- Always include the grant number in the subject line of all emails with HUD.
- Do not change the names of the files unless you are adding your organization name to the file. (i.e., save document file name as: Grantee number, form name and date.)
- Send all documents back in one email and please do not combine documents into one PDF, however, Zip files are acceptable.

The following link is available to assist you in OLHCHH program implementation and compliance:

[OLHCHH – Resources regarding program policy, contacts, and general information](#)

If you have any further questions, please do not hesitate to email me.

Thank You,



OLHCHH Grantee Training site

<https://www.gotostage.com/channel/f4a0dda684424a94be27d697e2d04326>