

ATTACHMENT 1

Mr./Ms. XXXX
Deputy Assistant Secretary
Office of Public Housing Investments
U.S. Department of Housing and Urban Development
451 7th Street, SW, Suite 4130
Washington, DC 20410

RE: HOPE VI Grant Close-Out
HOPE VI Grant No.: XXXXXXXXX

Dear Mr./Ms. XXXX:

This letter serves as our Termination of Disbursements Letter in connection with our HOPE VI Revitalization Grant for the XXXXX project. The XXXX Housing Authority has completed all activities to be performed using HOPE VI Revitalization Grant funds. All requirements of the Grant Agreement have been met, including quarterly reporting requirements. All obligated HOPE VI grant funds have been disbursed. The XXXX Housing Authority will abide by all continuing Federal regulations. In addition, the XXXX Housing Authority will complete all non-HOPE VI funded activities associated with the revitalization effort and will continue to report in the HOPE VI Grants Management System/Quarterly Report (GMS) until all revitalization activities have been completed..

In addition, enclosed please find the following Preliminary Close-Out Materials required per the Close-Out Procedures for HOPE VI Revitalization Grants:

- 1) Final HOPE VI Budget
- 2) Financial Status Report
- 3) Actual HOPE VI Cost Certificate
- 4) CSS Close-Out Report

Upon your approval of the above documents, the XXXX Housing Authority will contract for a final audit of the HOPE VI Revitalization Grant.

Sincerely,

XXXXXX
Executive Director
XXXX Housing Authority.