



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, D.C. 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

XXXX [Insert name]  
Executive Director  
XXXX [Insert Organization]  
555 Main Street  
Anytown, USA 28203

RE: Choice Neighborhoods Planning Grant Preliminary Close-Out  
[housing project name/neighborhood name]  
Grant Number: XXXX

Dear Mr. XXXX:

Thank you for submitting your Termination of Disbursements Letter and Preliminary Close-Out Materials for the subject Choice Neighborhoods Planning Grant. In accordance with the Close-Out Procedures for Choice Neighborhoods Planning Grants, no additional Choice Neighborhoods funds may be disbursed, all Choice Neighborhoods funded activities are complete, and your Choice Neighborhoods Planning Grant has been preliminarily closed. The following actions have been taken:

- 1) In accordance with your Termination of Disbursements letter, a Pre-Audit Date concurrent with the date of this letter has been entered into LOCCS, stopping any further disbursements from LOCCS.
- 2) The final Choice Neighborhoods Planning Budget is the same as the one submitted by the [insert grantee name] and approved by HUD on [insert date]. A copy is enclosed for your files.
- 3) The Actual Choice Neighborhood Cost Certificate (ACNCC), which is used for Choice Neighborhoods Grants, has been reviewed and approved for audit. The original ACNCC is enclosed.

Each grantee is required to conduct an audit of the Choice Neighborhoods Planning Grant in accordance with the requirements of 2 CFR Part 200, Subpart F. You may now initiate this audit. The audit must be made by an independent auditor. It may be conducted separately or as part of an agency-wide audit. However, if conducted as part of an agency-wide audit, the Choice Neighborhoods Planning Grant portion of the audit must be reported separately.

Once completed, the grantee must submit a copy of the audit and the original ACNCC to the Choice Neighborhoods Team Coordinator. The Team Coordinator will review the audit report to determine if any findings have been identified with respect to the Choice Neighborhoods Planning Grant funds. Once any audit findings have been resolved and HUD has

made a final determination that: 1) the expenditure of grant funds was allowable; 2) the activities to be completed using Choice Neighborhoods Planning Grant funds were completed as required by the Grant Agreement; and, 3) all Federal requirements were satisfied, the Choice Neighborhoods Director will execute the ACNCC and the grant will be officially closed. Any unspent funds will be recaptured by HUD.

Please be reminded that grantees must abide by any continuing federal requirements, including the submittal of the Quarterly Report through the quarter within which it receives the Preliminary Close-Out Approval Letter.

Thank you for your participation in the Choice Neighborhoods Planning Grant Program and your commitment to the transformation of distressed neighborhoods. We hope that you continue to be involved with the Choice Neighborhoods community and take advantage of the relationships you have developed. Further, we invite you to continue to participate in the Choice Neighborhoods webinars, newsletters, and other resources that are available.

If you have any questions, please contact XXX, your Team Coordinator, at (###) ###-####.

Sincerely,

Mindy Turbov  
Director, Choice Neighborhoods Program  
Office of Public Housing Investments

Enclosures

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Correspondence Code	Originator PIU	Concurrence PI	Concurrence	Concurrence	Concurrence	Concurrence
Name						
Date						