**SAMPLE COVER LETTER**

**FY 2025 Tribal HUD VASH Grant Renewal Application**

Date

HUD Office of Public and Indian Housing

Tribal HUD-Veterans Affairs Supportive Housing (Tribal HUD-VASH)

tribalHUDVASH@hud.gov

Re: Tribal HUD-VASH Renewal Grant Application

Dear Sir or Madam,

Attached please find the (***insert name of TDHE/Department/Tribe***) Tribal HUD-VASH renewal grant application. The point of contact for this project will be:

Contact Name:

Mailing Address:

Telephone Number:

Email Address:

**Tribal Resolution:** The Tribal Resolution authorizing the (***insert name of TDHE/ Department/ Tribe***) Tribal HUD-VASH program ***is/is not* (*please select applicable response*)** applicable.

***Please Note: If the original tribal resolution is no longer applicable then the recipient must attach an updated resolution to the application and note in the cover letter that it is attached.***

We have attached the following documentation in support of our Tribal HUD-VASH renewal application:

* Program Update and Overview
* Completed Leasing Performance Report for the period of April 1, 2024, through March 31, 2025
* **Federal Financial Report / Standard Form-425 (MUST BE ATTACHED EVEN IF PREVIOUSLY SUBMITTED)**

Please note that (***insert name of TDHE/ Department/ Tribe***) Indian Housing Plan (IHP) and Annual Performance Report (APR) have been updated annually and includes information for the Tribal HUD-VASH program.

If you have any questions regarding the Tribal HUD-VASH renewal application, please contact our office as indicated above.

Sincerely,

***Authorized Signature (must be signed by the person authorized to submit the renewal package on behalf of the TDHE/ Department/ Tribe***)