

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

RE: Choice Neighborhoods Planning Grant Close-Out
Choice Neighborhoods Planning Grant No.: XXXXXXXXX

Dear Mr./Ms. XXXX:

This letter serves as our Termination of Disbursements Letter in connection with our Choice Neighborhoods Planning Grant for the XXXXX project in XXXX neighborhood. The [grantee name] has completed all activities to be performed using Choice Neighborhoods Planning Grant funds. All requirements of the Grant Agreement have been met. All obligated Choice Neighborhoods Planning Grant funds have been disbursed. The [grantee name] will abide by all continuing Federal regulations. In addition, the [grantee name] will complete all non-Choice Neighborhoods funded activities associated with the revitalization effort.

In addition, enclosed please find the following Preliminary Close-Out Materials required per the Close-Out Procedures for Choice Neighborhoods Planning Grants:

- 1) Final Choice Neighborhoods Planning Grant Budget
- 2) Actual Choice Neighborhood Cost Certificate (ACNCC)

Upon your approval of the above documents, the [grantee name] will contract for a final audit of the Choice Neighborhoods Planning Grant.

Sincerely,

[name of executive officer]
[title of executive officer]
[grantee name]