



April 4, 2005

Dear HRSA Grant Recipient:

Please be advised that Brace Management Group, Inc. is the contracting agent for HRSA responsible for the close out of Document Numbers and Grant Numbers in the Payment Management System, as well as transferring grant files and documents to the Federal Records Center. **All correspondence received from the Brace Management Group should be considered as an official request from the HRSA Division of Grants Management Operations.**

While you may have previously submitted requested documents to HRSA, they may not have been filed in the Official Grant File, which is why Brace Management Group, Inc. is requesting the information from your organization. You should comply with their requests to the greatest extent possible in order to facilitate the close out process for your HRSA grant. When necessary, Brace Management will contact the Division of Grants Management Operations staff, if there is a conflict between their procedures and your response.

Your responses should be sent to:

Brace Management Group, Inc.
9500 Arena Drive, Suite 250
Largo, MD 20774

Thank you for your cooperation and assistance in the close out of your HRSA grant or document number.

If you have any questions, please do not hesitate to contact Pamela M. Hilton, E-Grants Operational Officer, at 301/594-4248 or me, at 301/443-2728.

Sincerely yours,

A handwritten signature in black ink that reads "Lawrence R. Poole".

Lawrence R. Poole, M.B.A.
Senior Grants Management Officer
Director
Division of Grants Management Operations, OFAM