

# Exhibit B

Insert Date

Mr./Mrs. Point of Contact  
Point of Contact Role or Title  
Point of Contact Agency or Municipality  
Mailing Address  
City, State, Zip

RE: National Disaster Resilience Monitoring Results – Project #, Title, or Reference to Monitored Item(s)

Dear Mr./Mrs. Point of Contact:

The State of California Department of Housing and Community Development (HCD) has completed its July 1, 2018 desk review of Agency or Municipality. The purpose of the review was to ensure that Community Development Block Grant – National Disaster Resilience (CDBG-NDR) funded activities are effectively administered and to identify findings or concerns that must be addressed to improve administrative and programmatic operations.

As a part of the desk review, HCD reviewed the following:

Copy and paste the requested item(s) from the notification directory or add other items reviewed during the monitoring visit or desk review. Include additional items reviewed besides those documents provided by the grantee to detail the full scope of the desk review.

HCD noted findings or concerns during the review, which are documented below. A finding is an element that does not comply with a federal or State statute or regulation. A concern represents a potential finding or a program deficiency that should be improved before it leads to a finding.

Overall, HCD found that insert custom message to the monitored agency or municipality, highlighting positive aspects, brief impressions from the site visit/desktop monitoring, and strengths of the organization and program as well as brief notes on concerns of findings to be detailed later in the report. HCD appreciates the coordination and cooperation during the monitoring process.

## Findings

### **Finding 1: Insert finding from standard monitoring response directory**

Insert finding description text from standard monitoring response directory

**Corrective Action 1:** Insert corrective action text from standard monitoring response directory and/or identify specific conditions from the monitoring which may adjust the proposed corrective action

### **Finding 2: Insert finding from standard monitoring response directory**

Insert finding description text from standard monitoring response directory

**Corrective Action 2:** Insert corrective action text from standard monitoring response directory and/or identify specific conditions from the monitoring which may adjust the proposed corrective action

### **Finding 3: Insert finding from standard monitoring response directory**

## Exhibit B

Insert finding description text from standard monitoring response directory

**Corrective Action 3:** Insert corrective action text from standard monitoring response directory and/or identify specific conditions from the monitoring which may adjust the proposed corrective action

### Concerns

**Concern 1:** Insert concern from standard monitoring response directory OR identify specific concern raised by monitoring staff particular to monitored items

**Concern 2:** Insert concern from standard monitoring response directory OR identify specific concern raised by monitoring staff particular to monitored items

**Concern 3:** Insert concern from standard monitoring response directory OR identify specific concern raised by monitoring staff particular to monitored items

### Corrective Actions

Please review the findings and concerns identified in this report and **respond with a corrective action plan no later than 30 days from the date of this letter**. The corrective action plan should be realistic and responsive to the findings and concerns identified above. Corrective action plans will be reviewed by HCD to ensure that appropriate action will be taken to address findings and concerns.

Please direct questions regarding the requested documentation or the upcoming visit to the **NDR Grant Manager** by calling **XXX-XXX-XXXX** or emailing **XXXX@XXXX.com**. Thank you for your continued efforts to use CDBG-NDR funds to make the State of California safer and more resilient.

Sincerely,

HCD Monitoring Signing Authority Name  
Role or Title  
HCD CDBG-NDR