

**APPENDIX B  
SAMPLE RETURN OF FUNDS FORM**

# Grantee Letterhead

**NDR Return of Funds Form** rev. 06.16.16

Department of Housing and Community Development (HCD)  
Financial Assistance Division  
Community Development Block Grant (CDBG)  
2020 West El Camino Avenue, Suite 500  
Sacramento, CA 95833  
Attn: Fiscal Unit:

Date:

RE: Warrant for NDR Grant No.  from

Please find attached a copy of the warrant, **original** sent to HCD - Accounting Department (see bottom of the form for address) for: \$ 0.00

**The warrant is being sent to HCD for the following reason(s)**

- 1) \$  Returned in **interest earned** on NDR funds advanced to the grantee.
  
- 2) \$ 0 **Temporary return** of excess NDR funds requested.  
The returned funds will be drawn down at a later date.  
 Funds temporarily returned due to **monitoring** finding(s).

The returned funds were requested for the following activities:

Program Activity	Total Requested by Activity	Amount Returned by Activity	Net Funds Requested
			\$0
			\$0
			\$0
<b>Total</b>	\$0	\$0	\$0

- 3) \$ 0 Returned in unused NDR grant funds.  
Please **disencumber these funds** from the grant.  
 Funds to be disencumbered due to **monitoring** finding(s).

Program Activity	Total Requested by Activity	Amount Returned by Activity	Net Funds Requested
			\$0
			\$0
			\$0
<b>Total</b>	\$0	\$0	\$0

Sincerely,

Name:  Title:

Please contact me at:   if you have any questions.  
(Phone #) (Email)

Accounting Department Address: Housing and Community Development  
PO Box 952050  
Sacramento, CA 94252-2050

**Legend**

Fill out  
 Read only