

Exhibit A

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

Dear Mr./Mrs. Point of Contact:

The purpose of this notice is to inform the Agency or County/Municipality of an upcoming visit from monitoring staff representing the State of California Department of Housing and Community Development (HCD). The purpose of the visit is to determine that Community Development Block Grant – National Disaster Resilience (CDBG-NDR) funded activities are effectively administered in compliance with the regulatory and performance requirements set forth for the CDBG-NDR grant.

To ensure effective administration of CDBG-NDR funds, HCD is responsible for monitoring and evaluating all CDBG-NDR activities. Specific areas that HCD will review during the monitoring visit include:

Bullets listing areas to be reviewed (whole projects or programs, specific aspects of projects or programs, overall internal controls, or adherence to specific administrative requirements)

A list of documentation to be reviewed during the visit is attached to this notice. HCD requests that available documentation be provided in advance of the meeting. The NDR Grant Manager will be in touch to discuss how best to facilitate the document transmittal. In addition to providing the requested documentation prior to the meeting, please ensure it is available for review at the time of the visit.

HCD anticipates conducting the monitoring entrance conference at meeting date and time and concluding the monitoring visit with an exit conference at meeting date and time at your office located at grantee office street address, city, state, zip.

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

cc: Add names/organizations to which the letter is being sent via carbon copy

Enclosure