

## Exhibit C

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/on-site 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/on-site review, HCD reviewed the following items:

Copy and paste the requested item(s) from the notification directory or add other items reviewed during the monitoring visit or desk review.

HCD found that the Agency or Municipality has effectively administered CDBG-NDR funds and there were no findings or concerns noted during the review. 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. HCD appreciates the coordination and cooperation during the monitoring process.

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