**Monitoring notification letter**

(MONTH) (DAY), (YEAR)

Recipient Name

Recipient Organization

Organization Address Line 1

Organization Address Line 2

Dear XXX (Recipient Name):

In accordance with the Code of Federal Regulations, OMB Circulars, program guidance, and the terms and conditions of the listed award from United States Department of Housing and Urban Development (HUD) Community Development Block Grant – Disaster Recovery (CDBG-DR) grant programs, administered by the State of Nebraska Department of Economic Development (DED).

|  |  |  |
| --- | --- | --- |
| **Award Number** | **Program Name** | **Award Amount** |
| XXXX | XXXX | $XXX,XXX |

This monitoring review will assess your organization’s systems and ability to manage funds as they relate to the administration of Federal funds related to this award. This appendix details the information and documents necessary for DED to conduct the **(Desktop OR On-Site)** review.

Please submit the required information and all applicable documents to DED no later than **(Month) (Date), (Year)**.

DED looks forward to working with you and your team. Please do not hesitate to contact **(DED Contact)** should you or your staff have any questions or concerns regarding this **(Desktop OR On-Site)** monitoring notification, who can be reached at **(E-mail and/or Phone Number).**

Sincerely,

**Contact Name**

**Position, Department**

State of Nebraska

Department of Economic Development

# (Desktop *or* On-SITE) Review Preparation

In preparation for the **(Desktop OR On-Site)** review, DED will need certain information, documentation, and policies and procedures from your organization. Although the requested information may initially appear overwhelming, much of it may already exist within your organizational documents.

To address undocumented information or documents you believe you are not required to have, please reach out to DED to schedule a call or prepare a written response. DED will contact you shortly after the documentation listed below is received to schedule a follow-up discussion call.

Please submit the following information as soon as possible, but no later than **(Month) (Date), (Year):**

1. *This list should include all documents which need to be submitted as part of the Desktop or On-site Monitoring review process. These documents may include but are not limited to:*
   1. *Organization charts and position descriptions*
   2. *Federal Financial Reports (FFRs)/Financial Status Reports (FSRs)*
   3. *Reconciliation of quarterly net disbursements reported on the FFR/FSR to quarterly expenditures in accounting records*
   4. *. Audited financial statements and/or Single Audit reports for the past three years;*
   5. *Previous fiscal year revenue broken down between federal vs. non-federal sources*
   6. *A list of all payments made for each grant;*
   7. *Accounting manual and date of last update;*
   8. *Policies and/or procedures on delegation of authority that illustrate who has final authority to approve applications, and who formally accepts (signs) awards and subsequent amendments.*
   9. *Policies and/or procedures that describe the sponsored project budget revision/amendment process.*
   10. *Policies and/or procedures on grant-funded project budget and expenditure monitoring.*
   11. *Policies and/or procedures on cost transfers/expenditure reclassifications between projects and awards.*
   12. *Policies and/or procedures on expenditure approval.*
   13. *Standards and/or procedures on determining the reasonableness, necessity, and allocability of costs charged to federally-funded projects.*
   14. *Standards on supporting documentation for transactions recorded in your organization’s accounting system*
2. Document 2
3. Document 3
4. Document 4
5. Document 5
6. Document 6