

## E-2: EXAMPLE RESPONSE TO STATE'S MONITORING LETTER

### EXAMPLE

#### RESPONSE TO STATE'S MONITORING LETTER

August 25, 2\_\_\_\_\_

Mr. U. R. Good  
Division of Administration, Office of Community Development  
Post Office Box 94095  
Baton Rouge, Louisiana 70804

Dear Mr. Good:

This letter is in reference to your letter of July 25, 2\_\_\_\_\_.

#### LABOR STANDARDS

Finding Number 101-0000-1-1-030

Enclosed is a copy of the written authorization from Oops, Inc. designating Ms. Deshotel as the authorized payroll signor.

#### FINANCIAL MANAGEMENT

Finding Number 101-0000-1-2-010

The missing bank statements and canceled checks requested in your letter are enclosed.

Finding Number 101-0000-1-1-011

Enclosed is documentation that supports that all City officials are now bonded in accordance with State Law.

#### CIVIL RIGHTS

Finding Number 101-0000-1-1-041

Documentation of other activities that the City has now undertaken to further fair housing is enclosed.

#### PROCUREMENT

Finding Number 101-0000-1-2-080

The amended contract with the engineering firm is enclosed.

I am sorry we had so many findings. We had no idea that your monitoring staff would be looking so closely at our files. I wish we had followed the suggestions made during the Grantee Workshop; if we had, then we could have saved ourselves a lot of trouble trying to clear the findings. I give you my written assurance that we will do better on our next grant.

Sincerely,

I.M. Mayor, Mayor  
AA/ZZ:ff  
Enclosures