

SAMPLE



**COMMUNITY
INVESTMENT
FOR FAMILIES
DEPARTMENT**
Paths to Prosperity



KAREN BASS, MAYOR
ABIGAIL R. MARQUEZ, GENERAL MANAGER

_____, 2024

[Name]
[Title]
[Company/Nonprofit Name]
[Office Address]
[City] CA 900XX

RE: Completion of [Construction/Acquisition] Transition of the [Project Name]

Dear [Mr. or Ms.] [Last Name]:

Congratulations! [Company/Nonprofit Name] has completed [construction or acquisition] of the [Project Name], a neighborhood improvement funded with the Community Development Block Grant (CDBG). Thank you for your partnership in developing an important project for low-income Angelenos in accordance with the mission of the federal grant.

This concludes the involvement of the Capital Projects Support Unit. Should you have any questions regarding the completion of the [construction or acquisition] of this project, please contact your project analyst, or the manager [name] at first.last@lacity.org (213)_____.

Please note the financial information below:

Contract #:	_____
Program Year:	44 (2018-19), 44R
Total CDBG Award:	\$500,000
Total Expenditure:	\$487,548.22
Remaining Balance:	\$12,451.78

No further invoices will be accepted and the remaining balance, if any, will be reprogrammed for other eligible uses. If the above financial information does not match your records, please let your project analyst know as soon as possible.

This project is now being transitioned to the Service Payback Unit which will monitor the continued use of your project to ensure it meets the federal grant requirements of serving primarily low-income residents. Monitoring will be conducted through a quarterly desk review and an annual site visit, primarily. Monitoring will also address the amortization of your service payback loan, if any.

If applicable, a service payback monitor will contact you soon to schedule an orientation meeting to explain the process in detail. Should you have any questions regarding service payback/continued use monitoring, please contact the Service Payback Unit manager [name] at first.last@lacity.org or (213)_____.

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Thank you again for your partnership and cooperation in this successful project.

Sincerely,

FIRST LASTNAME

Director, Consolidated Planning Section

FL:FL:FLN: ____

cc: First Lastname, Capital Projects Support
First Lastname, Service Payback
First Lastname, Con Plan & Grants Administration
First Lastname, Consolidated Planning
First Lastname, Grants Administration
First Lastname, Accounting