

**ATTACHMENT II**  
**CITY OF SAN ANTONIO**  
**DIVISION OF GRANTS MONITORING AND ADMINISTRATION**  
*Interdepartmental Correspondence*

**TO:** XXXXXXXXXXXX

**FROM:** Thomas W. Morgan, Grants Administrator, Division of Grants Monitoring & Administration

**THROUGH:** Bridgett White, Interim Director, Department of Planning & Community Development

**COPIES TO:** XXXXXXXXXXXX

**SUBJECT:** Final Notice to Proceed: XXXXXXXXXXXXXXXX

**DATE:** XX-XX-XXXX

On XX-XX-XXXX, through Ordinance XXX-XX-XX-XXXX, City Council awarded FY 2016-2017 Community Development Block Grant (CDBG) funds in the amount of \$ XXXXX through Internal Order Number 13100000XXXX for the XXXXXXXX Project.

The Division of Grants Monitoring and Administration (GMA) hereby authorize Public Works to utilize CDBG funds and begin construction activity. The project has an approved environmental review and is up to date on all requested information submitted to the Division of Grants Monitoring and Administration.

GMA has approved the Environmental Review under 24 CFR Part 58 and is in receipt of the project spending plan. In addition, GMA staff has documented the eligibility requirements in the Eligibility and Compliance Plan previously issued. Public Works is responsible for reviewing the Eligibility and Compliance Plan detailing the compliance requirements anticipated for the project.

Any changes in project scope or timeline must be approved by GMA in writing. Public Works Department shall ensure all FY 2016-2017 CDBG funds meet applicable expenditure requirements. GMA will require completion of grant related activity by XX-XX-XXXX and fiscal closeout in SAP within 45 days of the completion date of the activity.

Public Works is also responsible for submitting the following to GMA by the 15<sup>th</sup> of the following month even if no activity has taken place:

1. Monthly performance report to document project oversight;
2. Monthly expenditure report to request a drawdown of funds from U.S. Dept. of HUD; and
3. Contractor activity report detailing minority/women/section 3 owned business efforts.

Compliance and reporting information may be submitted to XXXXXXXX, GMA Management Analyst, assigned to this activity. XXXXXXXX may be contacted at 207-XXXX.

If the activity is not completed or does not meet a CDBG National Objective, Public Works may not charge the grant for incurred costs.

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Upon successful completion of the grant activity, Public Works will submit a memo to GMA verifying completion of the activity and final performance report.

SAMPLE