U.S. Department of Housing and Urban Development
Washington, DC 20410-3000
2018 Grantee Survey Letter

Grantee Survey Letter Foreword

The Department of Housing and Urban Development (HUD) is performing a validation of its expenses as of September 30, 2018. This validation will provide HUD management critical information for the Department's annual financial statement audit. You are receiving this Grantee Survey Letter because your institution was randomly selected during a statistical sampling of HUD's grant awards.

Please review the "Instructions" tab for additional information on how to complete the section below. Note that an asterisk (*) marks a field which must be answered "Yes" in order for your Grantee Survey Letter to be valid.

Title of Authorized Certifying Official	Finance Director
Name of Authorized Certifying Official (First Name, Last Name)	Leslie Haase
Telephone of Authorized Certifying Official (XXX) XXX-XXXX, Extension	(417) 624-0820 x251
Email Address of Authorized Certifying Official	lhaase@joplinmo.org
Name of Individual Completing Survey Letter (if other than Authorized Certifying Official)	Johan Bullington, CDBG Project Manager
Date Report Due (MM/DD/YYYY)	1/4/2019
Date Report Submitted (MM/DD/YYYY)	1/2/2019
* Authorized by Certifying Official (Yes/No)?	Yes
* I certify the information provided on this form is accurate to the best of my knowledge (Yes/No)?	Yes
* Supporting documentation is attached to email (Yes/No)?	Yes

Please review the "Instructions" tab (Row 19) before completing the section below.

Grant Number	Cash on Hand as of September 30, 2017	Cash Draws between October 1, 2017 and September 30, 2018	Grant Expenses Incurred between October 1, 2017 and September 30, 2018
B-12-MT-29-0001	($1,795,084)	$7,378,263	$5,975,543

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2018 Grantee Survey Letter Checklist

Grant Number: B-12-MT-29-0001

Completing the Checklist
Instructions: For this sample, please: 1. Please select "Yes or No" next to Sections A, B, C, and D below to confirm that the requested documentation has been provided in the 2018 Grantee Survey Letter submission. 2. When returning the 2018 Grantee Survey Letter, ensure to "*reply all*" to the original email request sent by HUDGrantAccrual@hud.gov. Please attach the final version of this Grantee Survey Letter, corresponding Grantee Survey Letter Checklist(s), and ensure the file name has not been adjusted. In addition to the Grantee Survey Letter and Grantee Survey Letter Checklist(s), please attach the documentation to support the substantiation of the reported grant values listed on the 2018 Grantee Survey Letter. This should include any cash on hand, cash draws and grant expenses incurred for the given time period. Examples of key supporting documentation may include but are not limited to:

Supporting Documentation	Attached? (Yes/No)
A. Cash on Hand (as of September 30, 2017)	
1. Audited Financial Statements	No
2. Trial Balances	No
3. If Positive Cash on Hand - Please provide clarifying explanation and/or any additional documentation, to include any approvals, to support the positive balance	No
Note: Please refer to section D.4 if providing "Other" Cash on Hand documentation not included in the list above.	
B. Cash Draws (between October 1, 2017 and September 30, 2018)	
1. Exports or screenshots from HUD Online Reporting Systems, such as:	
The Integrated Disbursement and Information System (IDIS)	No
The Line of Credit Control System (LOCCS)	No
The Disaster Recovery Grant Reporting System (DRGR)	Yes
2. General Ledger detail	No
3. Trial Balances	No
Note: Please refer to section D.4 if providing "Other" Cash Draws documentation not included in the list above.	
C. Grant Expenses Incurred (between October 1, 2017 and September 30, 2018)	
1. Expense transaction reports	No
2. General Ledger detail	Yes
3. Trial Balances	No
Note: Please refer to section D.4 if providing "Other" Grant Expenses Incurred documentation not included in the list above.	
D. Other (if applicable)	
1. Please provide any clarifying explanations to support responses for sections A, B, and/or C.	
2. Please provide an explanation if documentation to support sections A, B, and/or C is not required.	
3. Please provide an explanation if documentation to support sections A, B, and/or C is not available.	
4. Please provide any additional documentation to support responses for sections A, B, and/or C.	
No+B30:E37te: Please utilize the Memorandum for Record template when completing sections D.1-3.	