

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-3000

OFFICE OF THE ASSISTANT SECRETARY
FOR ADMINISTRATON

CERTIFIED MAIL RETURN RECEIPT REQUESTED

Dear :

A review of our records indicate that we attempted to obtain closeout information from your organization with our letter dated April 6, 1989. To date, no response has been received concerning this matter. This is the second notice. Therefore, in order that we may administratively close out instrument HA-15105, which has expired, please provide the information requested and complete the blocks below as appropriate.

- A. If you have not already done so, submit an original and two copies of the final Request for Advance or Reimbursement (SF-270), or an invoice format used by your organization showing cumulative breakdown of all costs incurred in the performance of work. If this was a cost-sharing award, the breakdown must also show the Recipient's share. Please submit this information even if all amounts due have been paid.

- B. Submit an inventory of any Government property acquired under this instrument. If there was none, so certify by checking the block below.

Yes, list attached	No government property was acquired with assistance funds
--------------------	---

- C. Submit a patent report if there were any patentable inventions developed under this instrument. If there were none, so certify by checking the block below.

Yes, see attached for explanation	No patentable inventions were developed under this award
--------------------------------------	--

- D. Provide a list of non-competitive subcontracts over \$5,000 for which the Grant/Cooperative Agreement Officer's consent was required by the General provisions. If any such subcontracts were not consented to, provide them for ratification at this

time. If there were no such sub-contracts, so certify by checking the block below.

Subcontracts are attached	No non-competitive subcontracts over \$5,000 not previously consented to are applicable
---------------------------	---

- E. Provide us with your most recent audit information and/or reports, if applicable. The reports(s) may be from an Independent Public Accountant (IPA), a cognizant Federal agency, or other entity and should cover the fiscal year(s) your award was effective. If a report is not available provide us with the name of the auditing organization, the cycle used by them in auditing your organization, and the name, address, and telephone number of a contact person at the the auditing organizations.

Audit report or information attached

- F. The Single Audit Act of 1984 applies to state or local governments Indian Tribes, and certain other quasi-governmental entities receiving \$100,000 or more per year In Federal assistance. If your organization falls in this category, you are required to have an annual organization-wide audit in accordance with guidelines of the Act and OMB Circular A-128. In this case, you need not send us a copy of the report as we will receive it automatically.

Organization is under Single Audit Act

We plan to close this instrument without requesting a separate audit, but we reserve the right to recover any amounts due us should a subsequent audit have findings affecting this award. If you cannot provide us with adequate audit information, or if we we discover any problems indicating a separate audit is needed, we reserve the right to request a separate audit and to recover any amounts due, as appropriate.

You are requested to sign the certification below and return the completed original of this letter along with other pertinent closeout information within 30 days of your receipt of this letter. Your compliance with the above closeout

requirements is a legal obligation as much as was performance of the work (see Clause II, "Closeout Procedures" of the General Provisions).

Should you have any questions, please contact
, of my staff, on (202) 755

Very sincerely yours,

Cooperative Agreement Officer
Program Support Division

I hereby certify that the above
information is true and accurate.

DATE

SIGNATURE

TITLE:

23-3

6/90