

Dear (enter Recipient's name):

Your grant (enter grant number(s)) has been identified by the Office of Special Needs Assistance Programs (SNAPS) as a slow spender. As a result, we are reaching out to you to determine the cause of slow spending and offer solutions to ensure all funds awarded for this grant(s) are spent timely and appropriately.

Slow spending grants generally result in funds being returned at the end of the period of performance which means the funds were not used effectively to address homelessness within your CoC's geographic area. We are working with SNAPS to address slow spending to ensure the funds requested and awarded in the CoC Program Competition are used effectively and appropriately.

Please respond by (enter date that is 10 days from the date of the email), to let us know the reason the identified grant number(s) are not spending funds timely. Select from one of the reasons below and provide specific details below:

- Too many funds in a budget line item that could be used in a different budget line item.
- Leasing units below Fair Market Rent.
- Project design and funding are not in sync.
- Coordinated entry issues where eligible program participants are not referred to the grant number indicated.
- Match issues, we are experiencing issues with match that prevents use of CoC Program funds.
- Other, provide explanation:

Upon receiving your response, we will set up a meeting with you to discuss possible solutions so we can ensure your grant(s) spend funds timely and fully.

Sincerely,

(CPD field office's representative name)

cc: CoC