



COMMUNITY DEVELOPMENT

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YWCA

Karen Knox

Acting Executive Director

CC: Destiny Davis (Business Manager), Tennille Spears (Program Manager)

March 22, 2021

Dear YWCA Staff:

Thank you to you and your team for working with us on the monitoring of the YWCA Ruth House, particular in this time of change and transition with your organization. We were very pleased with your accounting system, budgeting, filing and record keeping, and your attention to following CDBG regulations.

We have identified one corrective action that YWCA must undertake for proper performance reporting to HUD. There was incorrect performance data reported in the system as a result of error on the income levels reported. Training was provided at the monitoring on correct reporting and this issue was remedied.

Secondly, a minor transcription error was also identified of 15 cents, which was corrected. Please ensure systems are in place to avoid transcription errors.

Finally, no specific CDBG budget was established although it was established for the program. Best practice is that a CDBG budget should be established by grant year.

Again, we were pleased with your federal financial and project management system. Congratulations on the great work you are accomplishing in the community and providing this important service.

Sincerely,

A handwritten signature in black ink that reads "Caroline Gregerson".

Caroline Gregerson

Community Development Administrator