

## **APPENDIX – Sample Findings Closed**

To: Jane Plaine  
Grant Program Manager  
Agency for Homeless Relief

From: Joseph Dough  
Program Manager  
Arizona Human Services Department

Date: May 15, 2019

RE: AZHSD 012345 Agency for Homeless Relief

Dear Ms. Plaine:

This letter is to inform you that we have received your correspondence dated July 17, 2019 concerning the findings identified during the site visit of the above-referenced grant. I have reviewed your response and determined that it satisfactorily addresses the findings delineated in our previous correspondence. Therefore, Arizona Human Services Department considers the findings officially closed.

Thank you for your cooperation and assistance in resolving these findings. If you have any further questions, please do not hesitate to contact me at (602) 542-2468 or [Joe.Dough@AZHSD.gov](mailto:Joe.Dough@AZHSD.gov).

The Arizona Human Services Department looks forward to continuing to work with you and your staff in the future.

Sincerely,

Joseph Dough  
Program Manager  
Arizona Human Services Department