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July 23, 2024

To Whom It may concern:

This letter is to bring your attention to some of the requirements for the CENA Grant application. On page 3, section 3, of the application there is a requirement stating "The applicant must submit a copy of the *Articles of Incorporation, State of Oklahoma Certificate of Incorporation and/or By-Laws* along with the application packet. Furthermore, please provide meeting minutes approving the current board of directors and By-Laws." The application will not be approved without these items. Furthermore, please take the time to fully read the application packet as some information has been added/updated.

COEDD will be conducting semi-annual desk monitoring on all CENA sites and will also perform on-site monitoring of one quarter of CENA funded Senior Centers each year. An example of the desk monitoring forms, and the on-site monitoring form, has been included for you to reference and know what will be expected of the Senior Center.

If you have any questions or concerns, please feel free to reach out to me. My phone number is 405-273-6410 x 101 and my email address is [admin@coedd.net](mailto:admin@coedd.net).

Very truly yours,

Courtney Matanane  
Finance & Accounting Specialist