

Example A
Notice of Noncompliance Letter

Date MM/DD/YY

Delivery Via Fax (#)
Or Delivery Via Email (specify email address)

Contractor's Superintendent
Prime Contractor's Company Name
Local Mailing Address

Financial Project ID:
FAP No:
Contract No.:
County:

RE: NOTICE OF NONCOMPLIANCE

A review of Department and project records indicates the following Noncompliance condition(s):

<u>CONTRACTOR'S NAME:</u>	NAME OF CONTRACTOR IN NONCOMPLIANCE
<u>AREA OF NONCOMPLIANCE:</u>	DBE, EEO/AA, OJT, or WAGES
<u>DOCUMENT OR REQUIREMENT:</u>	DOCUMENT & FORM NO.OR DESCRIPTION OF REQUIREMENT
<u>REPORTING TIMEFRAME:</u>	SPECIFIC STATEMENT

(REPEAT FOR EACH CONTRACTOR &/OR AREA OF NONCOMPLIANCE)

This noncompliance is to be resolved by the close of business on mm/dd/yy. Resolution may be accomplished by mailing, faxing, or emailing the completed document(s) to me, the project's RCS, at the addresses shown.

Failure to comply may result in the issuance of a Performance Deficiency Warning Letter.

Please call me at xxx-xxx-xxxx or email me at (address) if I can provide additional information or assistance. Thank you for your cooperation.

Sincerely,
Project RCS

CC: Project Administrator
Prime's EEO Officer
District Contract Compliance Manager