

APPENDIX – Sample Pre-site Contact Letter

To: Jane Plaine
Grant Program Manager
Agency for Homeless Relief

From: Joseph Dough
Program Manager
Arizona Human Services Department

Date: March 15, 2019

RE: AZHSD 012345 Agency for Homeless Relief

Dear Ms. Plaine:

This is to confirm the arrangements for the monitoring site visit to Agency for Homeless Relief on May 1, 2019 at 10:00 a.m. As the Program Manager for your grant, I will be conducting the visit. Please see the attached agenda and contact me if you have any questions. This site visit is part of our continued effort to improve award monitoring and oversight of programmatic, financial, and administrative activities by our subgrantee organizations. In addition to observing grant program activities during the site visit, the purpose of the site visit is to:

- Review award file
- Review a breakdown of expenditures by budget category
- Check for performance measurement data collection
- Assess deliverables
- Answer any questions you may have and provide an opportunity for us to offer technical assistance.

Your preparation for the site visit should include:

- Making key staff available to meet with me
- Making award file available, if applicable
- Making all budget documents available, if applicable
- Making all subgrant information available, if applicable

Thank you for your cooperation and assistance with scheduling this visit. If you have any questions or concerns, please contact me at Joe.Dough@AZHSD.gov.

Sincerely,

Joseph Dough, Program Manager
Arizona Human Services Department