

APPENDIX – Sample Post Visit Letter – No Findings

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 Dear Ms. Plaine:

Thank you for the time and assistance you provided during the Arizona Human Services Department monitoring visit on May 1, 2019. The visit provided valuable information on the status of your grant program.

No programmatic or administrative problems requiring formal resolution were identified during the site visit. The Homeless Assistance Program appears to be progressing according to the plan presented in the approved application, and it is in compliance with Arizona Human Services Department guidelines for this grant.

The program has demonstrated particular success with addressing the needs of homeless veterans. Your agency's partnership with Arizona Stand Down is yielding favorable results for this population.

If you have any further questions concerning the site visit, your program, or available technical assistance, please do not hesitate to contact me at (602) 542-2468 or 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