**Program Coordinator**

PRE-SITE VISIT PREPARATION CHECKLIST

**SUBRECIPIENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**POTENTIAL SITE VISIT DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  ***At least SIX WEEKS PRIOR to potential Site Visit and prior to sending out the Site Visit Announcement Letter,*** contact subrecipient by phone to inform them that they will be receiving a letter from GFR regarding upcoming site visit. *(Record date of contact below)*

Date of initial phone contact: \_\_\_\_\_\_\_\_\_\_\_\_

[ ]  ***At least FOUR WEEKS PRIOR to potential Site Visit,*** send subrecipient Site Visit Letter via mail OR email, including preliminary document request list and introductory meeting agenda. **\*Remember to send availability for upcoming month for Pre-Site Visit Meeting Or conference call**. (Letter has date for Site Visit) *(Record date letter mailed below.)*

Date letter mailed: \_\_\_\_\_\_\_\_\_\_\_\_

[ ]  **One week after sending letter** (at least three weeks prior to Pre-Site Visit Meeting), contact subrecipient by phone to confirm dates of Pre-Site Visit Meeting and remind them of upcoming site visit. If they have not received the announcement letter, resend.

Date of second phone contact: \_\_\_\_\_\_\_\_\_\_\_\_

Date duplicate letter mailed (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_

[ ]  **In the week prior to the scheduled Pre-Site Meeting**, meet with Team to review approach for Pre-Site Meeting and Site Visit. Discuss issues or concerns noted by staff during their preparation for visit. Discuss issues of concern that are specific to this subrecipient.

[ ]  Review meeting agenda and gather all necessary documents.

[ ]  Quarterly Reports

[ ]  Desk Reviews

[ ]  **One week prior to scheduled Site Visit**, contact subrecipient by phone to remind them of upcoming site visit Confirm that subrecipient has gathered/is gathering requested documents.

 Date of third phone contact: \_\_\_\_\_\_\_\_\_\_\_\_