**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: \_\_\_\_\_\_\_\_\_\_\_\_