TO: [Name, Title]

FROM: [Name, Title]

DATE: [MM/DD/YYYY]

SUBJECT: Site Visit Announcement

The Office of Grants and Federal Resources (GFR) is required by federal regulations applicable to the Uniform Administrative Requirements, *Cost Principles, and Audit Requirements for Federal Awards* (2 CFR 200 or “Uniform Guidance”), §200.331, requires pass-through entities to monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward’s are being met.

As part of this requirement, we are requesting your availability during the week of [Month] [xx], [xxxx]. The reasons for this visit are to review projects, processes, procedures and documentation relevant to your participation in the [list all applicant grants] applicable grant programs. Please send an email response identifying a convenient date to conduct this visit to me at [email@address] .

To ensure that our visit is conducted in such a manner as to minimize the interruption of your staff’s routine, we would like to schedule an introductory meeting to discuss a detailed schedule of the visit. The GFR representatives will expand on purpose and objectives. Prior to departure, an exit meeting will be conducted where conclusions will be communicated and confirmed with your management team.

The availability of your staff during the visit is crucial in order to successfully complete the objectives. Please coordinate with your staffs that perform the following functions: Treasury, Contracts Management, Accounting, Accounts Payable, and Payroll.

A tentative meeting agenda and a preliminary document request list is included in this packet to help you prepare. The visit may last a few hours or up to an entire business day, depending on applicable of monitoring event. Please refer any questions to me at the email address provided above or at (phone number)

We look forward to working together and hope to provide assistance in ensuring that your office and the State achieve compliance with all federal requirements.

Sincerely,

[Name]

[Title]