To: First Name, Last Name

 Title

From: First name, Last Name

 Title

Date: [Insert Date]

RE: Site Visit Report

 GFR-FY2020

 [Subrecipient Name]

**Summary**

1. **Purpose of Review**
* The purpose of this review was to perform the Office of Grants and Federal Resources’ (GFR) regular subrecipient monitoring as required by *[Applicable Departments]* and *[Applicable Grants]* Fund Programs.
1. **Results**
2. **Control Environment**
* *[Summarize observations and results of all testing activities performed]*
1. **Expenditures**
* *[Summarize observations and results of all testing activities performed]*
1. **Accounting**
	* *[Summarize observations and results of all testing activities performed]*
2. **Reporting**
	* *[Summarize observations and results of all testing activities performed]*
3. **Cash Management**
	* *[Summarize observations and results of all testing activities performed]*
4. **Administrative Expenses**
	* *[Summarize observations and results of all testing activities performed]*
5. **Contracts**
	* *[Summarize observations and results of all testing activities performed]*
6. **Sub-grants**
* *[Summarize observations and results of all testing activities performed]*
1. **Project Progress**
	* *[Summarize observations and results of all testing activities performed]*
2. **Record Retention**
	* *[Summarize observations and results of all testing activities performed]*
3. **Other**
	* *[Summarize observations and results of all testing activities performed]*
4. **Process**
* On *[Insert Date]*, a site visit was performed by *[Insert Compliance Analyst’ name]* and me. Participating on the behalf of *[Insert Applicant Name]* were:
* *[Insert Names and Designations of participant applicant employees]*
* GFR staff performed an entrance interview, provided an update on the *[applicable]* program, gave an overview concerning ongoing federal oversight, and provided information concerning potential future visits
* GFR staff then reviewed the *[applicable grants]* allocation processes and reviewed policies and procedures. Finally, GFR staff performed an exit interview and explained possible follow-up and next steps with the *[applicant name]* representatives.
1. **Financial Review**
* No deficiencies or findings were found. They had staff turnover at the Accounting Manager position, but there are no recommended corrective actions or specific training or technical assistance needs.
1. **Administrative – Award File and Personnel Review**
* No deficiencies or findings were found. There was one outstanding issue from subrecipient’s FY08 and FY09 single audit report. This finding concerns security and controls for their computer systems including HR and Accounting. Subrecipient has fully implemented their corrective action plan, the Arizona Auditor General considers the matter fully resolved, and it will not reappear in the FY10 single audit report. Subrecipient’s staff provided sufficient documentation to GFR staff and was very forthcoming with information concerning this issue. There are no recommended corrective actions or specific training or technical assistance needs.
1. **Programmatic Review**
* With the phase 1 funding, subrecipient was able to save or retain 303 positions. Freed up “institutional dollars” was used to save additional positions and to shore up subrecipient’s budget which has and continues to experience reductions of state and other funding.
1. **Promising Practices**
* N/A
1. **Findings for Corrective Action**
* N/A
1. **Technical Assistance**
* I would recommend that Name of Staff, GFR’s Financial Services Manager follow-up with this subrecipient to perform a proactive waste, fraud, and abuse review of their internal policies and procedures.
* Further, I would recommend that this subrecipient be included in all ongoing GFR training and technical assistance activities, including the distribution of GFR’s new Subrecipient Monitoring Program.
1. **In Closing**
* No programmatic or administrative problems requiring formal resolution were identified during the site visit. The SFSF-Education program appears to be progressing according to the plan presented in the approved application, and it is in compliance with the Office of Grants and Federal Resources guidelines for this grant.
1. **Certification**
* I have conducted this monitoring visit in accordance with the Office of Grants and Federal Resources standard procedures using the appropriate monitoring checklists for the purpose of forming an opinion on the general administration of the grant.
* This was not an audit, and therefore all areas examined were only examined for purposes of obtaining an assessment of compliance with program requirements.

CC: Name, Grants Manager

 Name, Program Coordinator

 Official File