TO: [Name, Title]

FROM: [Name, Title]

DATE: [MM/DD/YYYY]

SUBJECT: Site Visit Results and Follow-up Action Requirements

On behalf of the Office of Grants and Federal Resources (GFR) we would like to thank you for allowing us to visit you on the week of [Date]. Our visit was required by federal regulations applicable to Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called Uniform Guidance) focusing on Subrecipient Requirements subpart §200.331

During our visit, we examined certain functions of your organization related to the administration of funds under the [List the grants] Grant Programs and the compliance requirements applicable to your case. The table below confirms the observations, risks, and recommendations made by our staff as a result of the visit. Your initial responses to each observation are also included:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area of Review** | **Observations** | **Risks** | **Recommendations** | **Applicant’s Response** |
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As required by federal regulations outlined in Uniform Guidance, your compliance with the program rules is mandatory. Please submit an outline containing your organization’s plans to implement the recommendations listed in the table above. The plan should include scheduled dates of implementation and responsible parties. Additionally, please include a detailed plan if you intend to present alternative solutions to address the issues reported. Please refer to the email and address below for submission.

[GFR@azdoa.gov](mailto:GFR@azdoa.gov)   
Arizona Office of Grants and Federal Resources

100 N. 15th Avenue, Suite 305  
Phoenix, Arizona 85007

Failure to submit a remediation plan by [Date] can result in the removal of your organization’s participation in the [insert applicable] Grant Programs.

Please refer any questions or concerns about this letter to me at [Veronica.Peralta@azdoa.gov](mailto:Veronica.Peralta@azdoa.gov) or at (602) 542-7537.

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

Sincerely,

Veronica Peralta,

Grants Compliance Manager