[Date]

[Name of Executive Director/Project Contact]

[Title]

[Project Sponsor Organization]

[Address]

**Re: Site Visit Closeout Report**

Dear [Name]:

On [date], a representative of the [Grantee Organization] visited [Project Sponsor Organization] to monitor the agency’s compliance with Housing Opportunities for Persons With AIDS (HOPWA) policies and procedures, as required by [Contract Number]. Thank you for accommodating our staff and providing the information requested.

The assessment of [Project Sponsor]’s programmatic activities and financial systems revealed one finding and two concerns in the following categories:

* Section III: Short-Term Rent, Mortgage, and Utility Assistance – one finding
* Section V: Supportive Services – two concerns

The finding and concerns are detailed in the copy of the enclosed monitoring tool. A finding is a deficiency in program performance that is based on a direct violation of a specific contractual, statutory, or regulatory requirement. A concern is defined as a recommendation to change or provide further information on a current practice to avoid future findings. A concern is less serious than a finding; however, either may lead to corrective action.

Please provide a response to the finding and concerns within thirty (30) days of receipt of this letter. Please feel free to contact your Contract Compliance Officer, [Name], at [email or telephone number] if you have any questions or concerns relating to the closeout report and/or your HOPWA contract.

We value your continued cooperation and the important services you provide to the community. We look forward to working with you through the remainder of the grant year.

Respectfully,

[Name of HOPWA Grantee Contact]

[Grantee Organization]

Enclosures