[Date]

[Name of Executive Director/Project Contact]

[Title]

[Project Sponsor Organization]

[Address]

**Re: HOPWA Site Visit**

Dear [Name]:

I am contacting you to schedule a site visit for [Project Sponsor Organization’s] HOPWA project, as stipulated in [Contract Number] with [Grantee Organization]. The site visit will be conducted by [Grantee Staff Name(s)].

During this visit, our staff will focus on [Project Sponsor’s] ability to effectively provide contracted services in accordance with HOPWA regulations, policies and procedures. This visit will also provide an opportunity to discuss your project’s successes and challenges.

The site visit will include examination of programmatic activities as well as financial management of HOPWA funds. HOPWA activities to be monitored include:

* Tenant Based Rental Assistance
* Short-Term Rent, Mortgage and Utility Assistance
* Supportive Services

Please ensure that the following project staff persons are available to participate in the site visit:

* [Name and Title]
* [Name and Title]
* [Name and Title]

Please also ensure that client files as well as financial records for the current contract period are available for review during the visit. Please provide a binder consisting of relevant agency policies and procedures, as detailed in the attached HOPWA Monitoring Tool. Additionally, the site visit will require use of a conference room or other private space to conduct opening and exit meetings and file reviews. Internet access for grantee staff will also be necessary during the visit.

We would like to schedule the site visit during the week of [Date]. Please contact us to arrange a mutually convenient day and time at [Email or Telephone Number]. We will also be glad to address any questions you may have about the site visit process.

We look forward to meeting with your staff and continuing to support [Project Sponsor] in delivering HOPWA services.

Respectfully,

[Grantee Contact]

[Grantee Organization]

Enclosures