



DATE

NAME
MEMBER PROGRAM
ADDRESS

RE:

Dear NAME:

The purpose of this letter is to confirm that an on-site monitoring visit to MEMBER PROGRAM has been scheduled for DATE beginning at TIME and to help you prepare for the visit.

As you know, the New Hampshire Coalition Against Domestic and Sexual Violence (the Coalition) is required by federal regulations to monitor and ensure proper use of all grant funds passed through the Coalition to member programs. The Coalition will monitor HERE INSERT GRANTS BEING MONITORED, State Grant in Aid (SGIA), Victims of Crime Act (VOCA), Violence Against Women Act (VAWA) Sexual Assault Services Program (SASP) grants for compliance with the grant provisions. This monitoring visit is also designed to insure compliance with the Coalition's Program Standards.

To comply with the federal requirements for the Coalition and its member program subrecipients, the Coalition has formalized its subrecipient monitoring process. Coalition staff recognize that preparing for and participating in a monitoring visit requires a significant investment in time and effort by INSERT PROGRAM NAME, and that doing so for multiple funders increases that burden. Therefore, wherever possible, the Coalition will perform the monitoring process jointly with the state agency that administers a specific fund. In addition to Coalition staff, representatives of the New Hampshire Department of Justice AND INSERT OTHER AGENCY IF APPROPRIATE will attend your monitoring visit.

The purpose of this review is to:

- Learn about and celebrate your successes – what is working well with the funds being monitored?
- Assess and ensure compliance with regulations, terms, and conditions for each grant and the Coalition Program Standards; and
- Provide technical assistance.

During this visit, we would like to meet with you and members of your staff to discuss accomplishments, challenges and concerns you may have regarding the implementation and administration of the above-mentioned grant programs. I would appreciate your cooperation in making available the following items for review during the visit:

- Total program budget (federal, state, local) for the most current fiscal year.
- Signed timesheets and job descriptions of personnel funded with SGIA, VOCA, and VAWA SASP for the INSERT TIME FRAME
- Back-up documentation for the expenditure reports attached to this letter; INSERT GRANT NAMES AND DATES FOR EXPENDITURE REPORTS TEST
- List of relevant trainings attended by VOCA, and VAWA SASP-funded staff within the last two years.
- Relevant member program brochures.
- Policies requested on attached subrecipient pre-visit monitoring form.
- Copies of physical inventory record, detailed invoices, and serial numbers of equipment funded with SGIA, VOCA, and VAWA SASP funds utilized by INSERT PROGRAM NAME.
- Supporting documentation for performance measure data reported to NHCADSV for the grants and time periods selected.
- Review of civil rights requirements compliance addressed in the pre visit monitoring form.

Attached is fillable PDF document, the subrecipient pre-visit monitoring form. Please complete this form and return it to me no later than INSERT DATE. Please do not hesitate to contact me with any questions on completing the form.

I look forward to meeting with you and your staff. If you have any questions, please feel free to contact me. The Coalition appreciates your assistance in preparation of this site visit.

Sincerely,

cc:
Enclosures