# Exhibit D: Pre-Monitoring Letter

{DATE}

[Name of Administering Agency]

Re: {YEAR} Monitoring Visit, {Grant Title, Award #}

*Please see attached list of invoices to be reviewed and Equipment (if any) to be viewed.*

Dear {\_\_\_\_\_\_\_}:

On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 202X, [Name of Administering Agency] will be visiting your site facilities at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the purpose of reviewing financial, administrative, and compliance aspects of your sub-award, and also viewing items purchased with grant funds awarded to your agency through the [Name of Administering Agency] as funded by the State Fiscal Recovery Funds (SFRF). Please note that this monitoring may also be conducted remotely and will be agreed on before date of visit.

This visit is part of the monitoring policy that we have incorporated into our grant program as required by 2 CFR 200. The focus of this visit is to assess deliverables like those listed on the attached document and review the financial process of paying grant related invoices. Our visit should be helpful to you in your grant program performance, and we will try to respond to any questions or problems you may have at the time of the visit.

Please be sure that key staff is available for our review. I am hopeful that our meeting will be mutually beneficial. We will meet you at your office at XX:XX a.m., and then proceed with you to the locations where items are stored. We should be finished no later than XX:XX p.m.

Sincerely,

{Administering Agency Authorizing Representative}