# Exhibit E: Post-Monitoring Letter

{DATE}

[Name of Administering Agency]

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

Dear {\_\_\_\_\_\_\_\_\_\_},

Thank you for the support and cooperation by you and your staff during our site visit on {DATE OF VISIT}. During our review, we examined your financial, administrative, and internal control procedures, and visually inspected the items purchased with federal funds awarded to your agency through [Name of Administering Agency] as funded by the State Fiscal Recovery Funds (SFRF). The federal funding on this site visit involved the following grants / projects:

{Grant / Project Title, Award #}

{Grant / Project Title, Award #}

{Grant / Project Title, Award #}

The monitoring visit is part of the monitoring policy that [Name of Administering Agency] has incorporated into their grant program, which provides for at least one visit per year, per grant. As discussed during the Exit conference, there were no findings or recommendations that need correction.

{OR, describe here the recommendations/findings that need to be addressed. If, a Corrective Action Plan will be required, specify due date for the plan.}

Again, thank you for your cooperation. I look forward to working with you throughout the life of the project.

Sincerely,

{Administering Agency Authorizing Representative}