CITY OF

PORTLAND, OREGON

PORTLAND HOUSING BUREAU

**Nick Fish, Commissioner**

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Date

**Appendix G3 – Sample Monitoring Intro Letter**

March 14, 2012

Caitlin Campbell

Homeless Youth Continuum

Multnomah County Human Services, Community Services Division

421 SW Oak, Suite 200

Portland, OR 97204

RE: April 4th, 2012 On-site Monitoring Visit

Dear Ms. Campbell:

The Portland Housing Bureau is required to conduct an on-site monitoring of organizations and programs that receive City general funds through the bureau. A monitoring visit for Multnomah County is scheduled for **Wednesday, April 4th, 2012 from 9:00am to Noon** at your agency’s administrative office at 421 SW Oak, Suite 200, Portland OR.

The purpose of the monitoring visit is to ensure that the Youth Short-Term Shelter and Youth Transitional Housing programs (Contract #300002192) are in compliance with City regulations for administrative, financial and programmatic operations. Your organization will also be monitored for compliance to City requirements and performance based on your contracted budget, scope of services, outputs and outcomes. Please arrange for key staff members to be available to answer programmatic or fiscal questions.

During the visit we will:

* Review program files and records for the current fiscal year (July 1, 2011 - June 30, 2012)
* Review a sample of financial records and reports that pertain to current fiscal year contract(s) for the programs referenced above and check documentation for eligibility and beneficiaries, including review of client files
* Check grant and other compliance requirements stipulated in the contract
* Review program progress and outcomes, based on contracted outputs and outcomes
* Review existing financial and administrative policies as necessary

Paul Stewart, Financial Analyst at PHB, will monitor your agency’s financial records and compliance, and I will perform the program monitoring. Paul and I will notify you one week in advance of the visit and give you the specific documents and contract invoices we’d like to review. We look forward to meeting with you and the funded youth agency representatives to review and discuss the progress of your City-funded programs.

Sincerely,

Jennifer Chang, MPH

Program Coordinator

cc: Paul Stewart, PHB

 Sally Erickson, PHB

 Jacob Fox, PHB