

## Draft Post Site Visit Report

Date

Grantee Organization

Dear Grantee:

Thank you for participating in a recent site visit sponsored by the Bureau of Primary Health Care (BPHC). The purpose of the site visit was to provide direct support to your organization on key health center program requirement(s) and to identify any area(s) for potential performance or operational improvements.

Attached are the preliminary findings and recommendations from the site visit team that have been identified by the consultants as a result of the site visit process. This report is not exhaustive, but identifies any key program requirement issue/recommendation(s) as well as any recommended area(s) for performance or operational improvement.

Please review the report and submit any comments to your Project Officer within 30 days of the date of this correspondence. When reviewing the site visit report, we ask that you focus your feedback and comments on the following:

- Program requirement issue/finding(s) that you find inaccurate;
- Program requirement recommendations that do not address the identified issue(s); and/or
- Performance improvement findings/recommendations that you find inaccurate.

Please communicate your response in writing by email. After review of your feedback/comments, we will finalize the report, removing and/or modifying any of the findings or recommendations, as appropriate. If you do not respond within 30 days, we will determine that you had no feedback and finalize the report.

Please continue to work with your Project Officer as you move forward in implementing the recommendations identified. BPHC's technical assistance program is also available to support you in meeting health center program requirements and/or improving the performance and operations of your center.

We appreciate your participation in this process. We look forward to working with you to improve the health of your community and its vulnerable populations.

Sincerely,

Project Officer