

Grant Monitoring

The term 'monitoring' is used to describe both the broad overall system of reviewing and tracking the use of federal and state funds, **and** the more specific day-to-day review processes to assure that a particular sub-grantee is in compliance with federal or state rules and regulations, and is meeting the goals and objectives of the grant. These day-to-day review processes include the following:

- Desk Reviews: Reviews of financial and narrative reports, audit reports, correspondence, and other documentation provided by the grantee agency
- Telephone Contacts: Direct communication with the grant recipient by telephone to ask or answer questions and check on the progress of the project
- On-Site Monitoring: A visit to the project site to review one or more aspects of the sub-grantee project

On-Site Monitoring. A certain number of sub-grantees will be selected for on-site monitoring each year. The number of site visits will vary by funding program. In some cases, monitoring is done in response to a perceived problem or concern. Some common problems that could necessitate a monitoring visit include:

- Untimely submission of progress and/or financial reports
- Expenditures in unauthorized budget categories
- Spending rate too fast/too slow
- Discrepancies between narratives and financial reports
- Delay in program start-up
- Unresponsiveness to requests for information
- Allegations of misuse of funds
- Audit exceptions requiring follow-up