|  |  |  |  |
| --- | --- | --- | --- |
| **Example Agency Monitoring Plan**  **\*Minimum requirement for grants $50K and higher** | | | |
| **ALL GRANTS RECEIVE:** | New Grantee **1 year grant** | New Grantee **Multi-year (at least 2-year grant)** | On-going Grantee **Multi-year (at least 2-year grant)** |
| **Grant Management Training/Orientation** | Information sent upon initially executing grant contract agreement, - i.e., incorporating actions and results from preaward risk assessment, front-load training and best practice is to utilize multiple resource formats – i.e., on-line manuals, webinars, conference call blocks, videos, etc. Agencies can choose to schedule a pre-award site visit that, as applicable, meets actions and results from the preaward risk assessment, provides the option for in-person introduction, relationship building, etc. | | As needed  (New staff, new policies, etc.) |
| **Pre-Approvals Required** | \* Line-item budget changes > 10%  \* Work plan/project period changes  \* Out-of state travel | | |
| **Grantee Reimbursement Request Review** | All grantee reimbursement requests are reviewed to confirm that expenses are within budget and correlate to activities underway. | | |
| **Report Review** | Quarterly or Annually based on grant type, appropriation requirements, etc. Align with grant monitoring schedule. | | |
| **Financial Reconciliation** | Best practice is for source documentation to be reconciled for one grantee reimbursement within first six months of the grant in order to identify any potential questions or practices that grantee needs to adjust. Minimum requirement is to complete before grant final payment. | Best practice is for source documentation to be reconciled mid-grant period in order to identify any potential questions or practices that grantee needs to adjust. Minimum requirement is to complete before grant final payment. | |
| **Comprehensive Monitoring Site Visit & Report**  **(preferably in person)** | Best practice is within first six months of the grant. Minimum requirement is to complete before grant final payment. | Best practice is within first 9 months - year of the grant. Minimum requirement is to complete before grant final payment. Frequency based on grant amount and preaward risk assessment – i.e.   * $250,000 & above – at least annually and based on preaward risk assessment * $50,000 –$249,999: at least once within grant period and based on preaward risk assessment | |