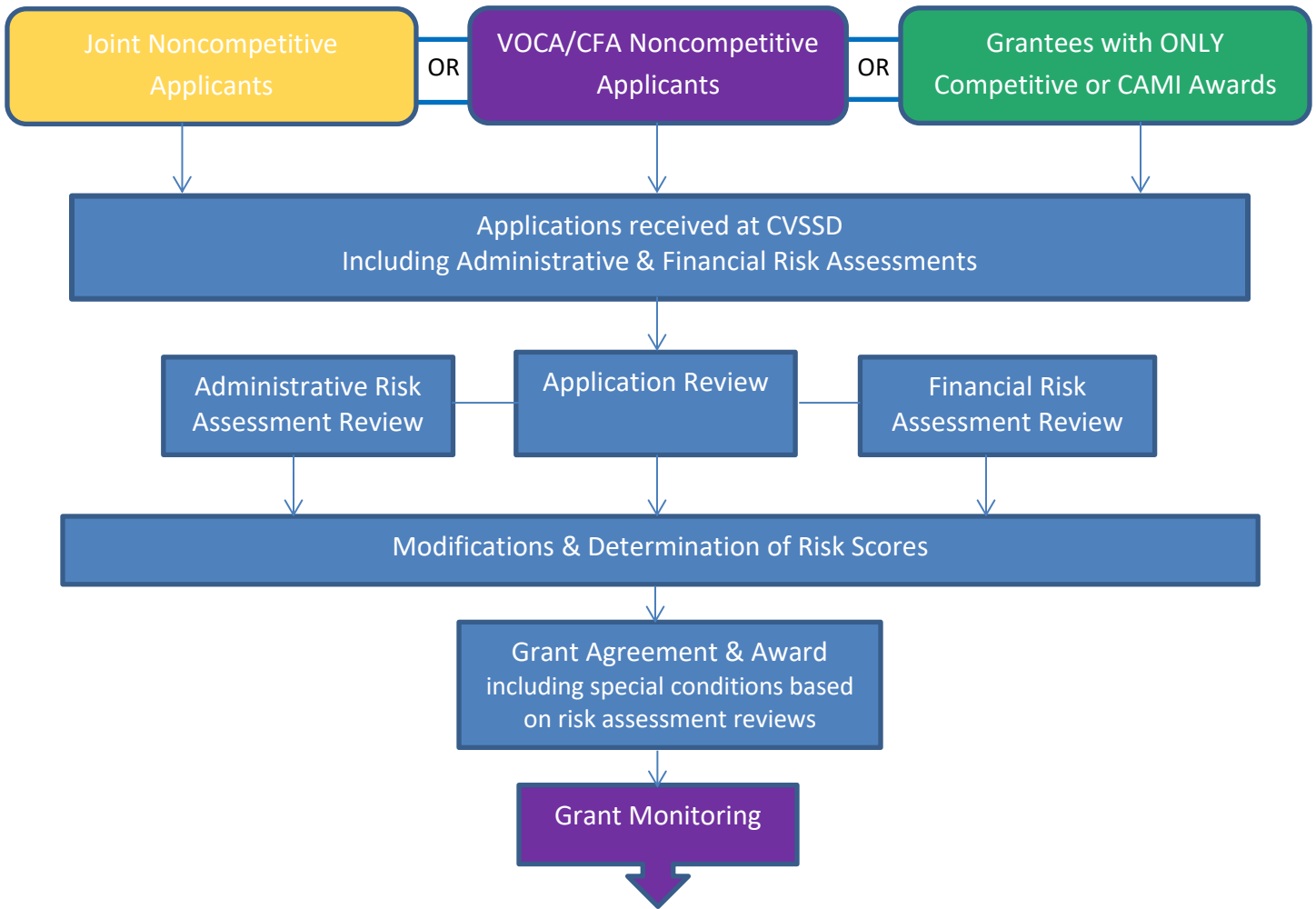


## CVSSD Grant Monitoring Process



Administrative Policies & Procedures Review	Financial Policies & Procedures Review	Financial Report Verification	On-Site Programmatic Review
<ul style="list-style-type: none"> <li>Timing of each review based upon Administrative or Financial Risk Assessment and discretion of fund coordinator.</li> <li>30 day prior notice to subrecipient.</li> <li>Subrecipient submits requested documents.</li> <li>Fund coordinator reviews documents and may have conversation with subrecipient regarding documentation.</li> <li>Fund coordinator approves administrative policies/financial policies or works with subrecipient to develop plan to meet requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Timing of verification based upon Risk Assessment outcomes and discretion of fund coordinator.</li> <li>30 day prior notice to subrecipient.</li> <li>Subrecipient initiates quarterly financial report (FR) in E-grants.</li> <li>Subrecipient submits copy of general ledger with FR.</li> <li>Fund coordinator reviews ledger to determine supporting documentation needed</li> <li>Subrecipient submits requested supporting documents.</li> <li>Fund coordinator reviews information &amp; upon satisfactory conclusion, instructs subrecipient to complete and submit financial report.</li> </ul>	<ul style="list-style-type: none"> <li>Timing of review based on routine time for visit, risk assessment outcomes, concerns with agency, or request by subrecipient.</li> <li>Fund coordinator contacts program to arrange dates and time for phone interview and on-site visit.</li> <li>Fund coordinator conducts phone interview</li> <li>Fund coordinator conducts site visit (in person or remotely).</li> <li>Fund coordinator conducts exit conference after review complete to discuss outcome.</li> <li>Fund coordinator sends summary letter.</li> </ul>	
Monitoring outcomes include: Satisfactory Compliance, Observations, Findings of Noncompliance			