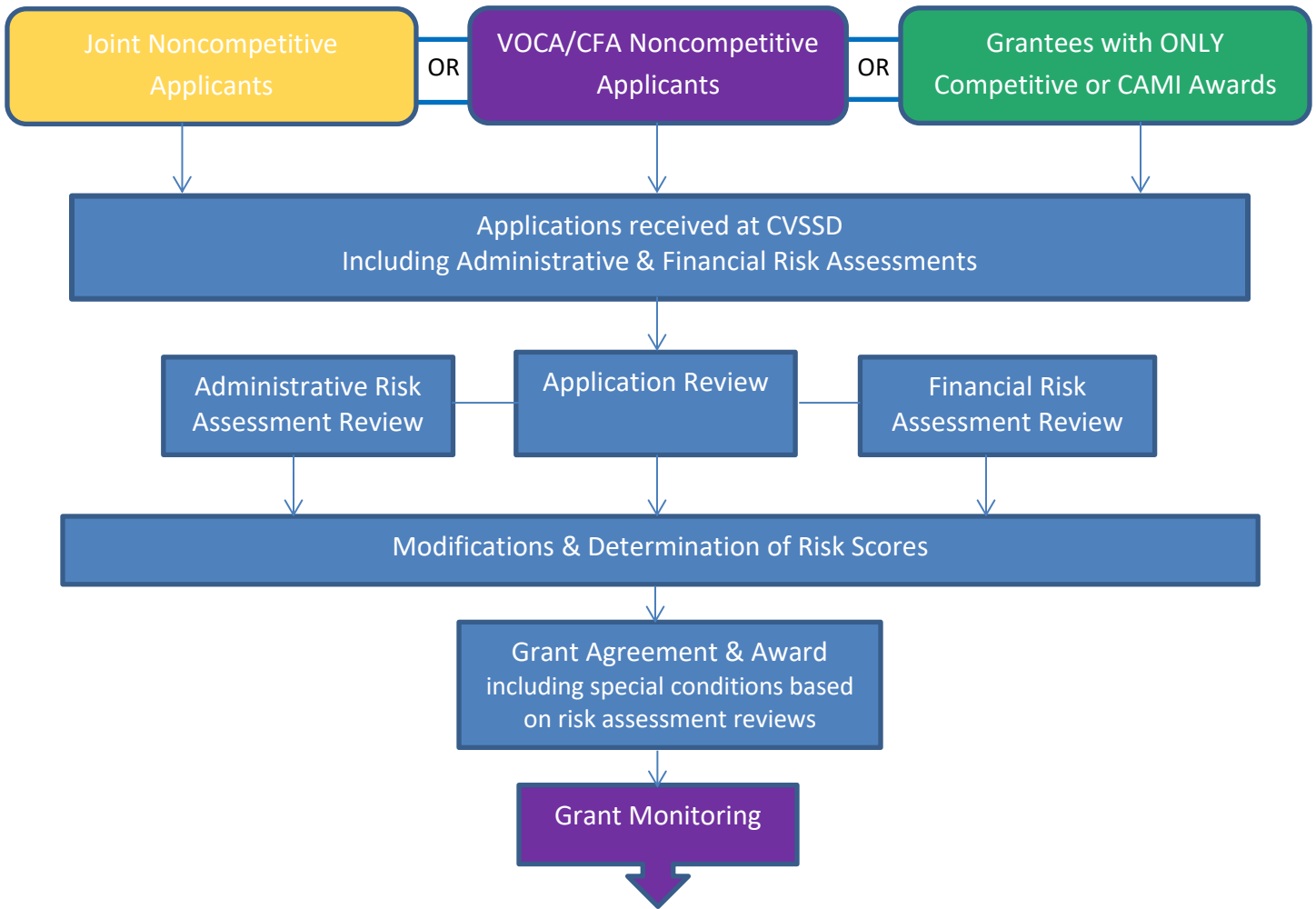


CVSSD Grant Monitoring Process



Administrative Policies & Procedures Review	Financial Policies & Procedures Review	Financial Report Verification	On-Site Programmatic Review
<ul style="list-style-type: none"> Timing of each review based upon Administrative or Financial Risk Assessment and discretion of fund coordinator. 30 day prior notice to subrecipient. Subrecipient submits requested documents. Fund coordinator reviews documents and may have conversation with subrecipient regarding documentation. Fund coordinator approves administrative policies/financial policies or works with subrecipient to develop plan to meet requirements. 	<ul style="list-style-type: none"> Timing of verification based upon Risk Assessment outcomes and discretion of fund coordinator. Subrecipients notified 14 days prior to close of quarter. Notification informs subrecipient what documentation to prepare and submit. Subrecipient initiates quarterly financial report (FR) in E-grants. Subrecipient uploads supporting documentation in E-grants with quarterly financial report. Within 30 days of submission, fund coordinator reviews information. Subrecipient has 7 days to resolve any concerns resulting from the review. Upon satisfactory submission, fund coordinator will approve financial report. 	<ul style="list-style-type: none"> Timing of review based on routine time for visit, risk assessment outcomes, concerns with agency, or request by subrecipient. Fund coordinator contacts program to arrange dates and time for phone interview and on-site visit. Fund coordinator conducts phone interview Fund coordinator conducts site visit (in person or remotely). Fund coordinator conducts exit conference after review complete to discuss outcome. Fund coordinator sends summary letter. 	
<p>Monitoring outcomes include: Satisfactory Compliance, Observations, Findings of Noncompliance</p>			