

## Section 7.3.1: Monitoring

### PURPOSE AND POLICY

It is the State of Arizona's policy that state agencies receiving grant funds demonstrate fiscal and programmatic integrity and accountability by participating in monitoring activities as required by the grantor. Grant program managers can prepare for monitoring as soon as they set up their grants in eCivis, which is the grant file of record. This monitoring is commonly referred to as "programmatic" monitoring, but will include all of the elements listed below:

- Programmatic monitoring review elements address the content and substance of the program. The monitoring involves a qualitative and/or quantitative (i.e., performance measures) review to determine grant performance, innovation, and contributions to the citizens of Arizona. It assesses whether grant activities are consistent with the grant implementation plan and responsive to grant goals and objectives. Programmatic monitoring also involves assessing technical assistance (TA) needs, evaluating activities, reviewing contracts and interagency agreements, and assessing implementation of projects and/or making any necessary modifications.
- Financial monitoring review elements include the general review of financial reports by grant program managers as well as a review of grant expenditures compared to the approved budget. Agency finance staff should perform detailed financial monitoring to ensure compliance with financial guidelines and general accounting practices, as well as determinations on the allowability of grant expenditures. Grant program managers may contact the state General Accounting Office (GAO) for technical assistance if necessary.
- Administrative monitoring elements focus on compliance with grant terms and conditions, reporting requirements, completeness of documentation in eCivis, and compliance with statutory regulations and other policy guidelines.