Section 8.1.3: Basic Requirements for Effective Oversight through Monitoring

The following are general requirements for effective monitoring:

- A thorough understanding of the purpose, goals, objectives, timelines, time/task plan, conditions of award, and budget (if applicable) of the grant being monitored;
- Periodic desk review of files and telephone and e-mail contacts with the subrecipient;
- Adequate preparation prior to a site visit, including completion of the pre-monitoring checklist, and review of program requirements;
- A working knowledge of the organization being monitored so that the people most vital to the grant activities, both financial and programmatic, can be interviewed during a site visit;
- A general knowledge of other state agency grants active within the jurisdiction of the monitoring site; and,
- Access to all subrecipient and subrecipient materials needed to conduct the monitoring.
- Documentation of substantive communication with the subrecipient, which must be uploaded into the subrecipient's eCivis or agency SRM solution file.