

## Section 8.1: General Information for Monitoring

### PURPOSE AND POLICY

It is the State of Arizona’s policy to ensure the fiscal and programmatic integrity and accountability of its subrecipients through proactive monitoring and to assist subrecipients in implementing approved programs within a framework of relevant statutes, regulations, policies, and guidelines pertaining to grant programs. Individual State Agencies have the primary responsibility for monitoring their grants and grant programs. This monitoring is commonly referred to as “programmatic” monitoring, but must 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 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. GAO provides TA to agency staff along with their subrecipients on financial issues, which may involve coordination with grant managers.
- Administrative monitoring elements focus on compliance with grant terms and conditions, reporting requirements, completeness of documentation in eCivis or agency SRM solution and the grant manager’s working file, and compliance with statutory regulations and other policy guidelines.