

Section 8.2.7: Documentation Requirements for Monitoring

PURPOSE AND POLICY

State agencies are responsible for maintaining the official subgrant file in eCivis or agency Subrecipient Manager (SRM) solution to include all site visit documentation. Some documents are required to be uploaded to eCivis or agency SRM solution within specified time periods, as indicated in the specific GMM sections, while others should be uploaded as they are completed.

PROCEDURE

Site visit documentation, including the post-site visit checklist and site visit report, are required to be uploaded to eCivis or agency SRM solution within 45 calendar days of the last day of the site visit. This includes, but is not limited to, the following documents:

- Pre-site visit letter
- Site visit checklist
- Site visit report
- Post-site visit letter
- Corrective Action Plan (CAP)
- Other letters related to site visit and/or progress related to issues or findings.