



Subrecipient Monitoring Site Visit

Notification and Scheduling

Coalition staff will reach out to the member program (“subrecipient”) to schedule an on site monitoring visit. A letter/email will be sent confirming the date of the visit and the scope of the visit. The letter will include which grants will be monitored during the visit and provide details of documentation needed for the monitoring. The letter will specify the expected timeframe for the visit and which staff should be available during the visit.

Entrance Conference

At the beginning of the site visit, we will discuss how the visit will progress. We may request a tour of the member program office. We will be interviewing not only the Executive Director of the agency, but at least one other staff person who may be paid for by grants or their programming is pertinent to the grants being monitored. The goal of the entrance conference is that subrecipient staff should have a clear understanding of the purpose, scope, and schedule for the monitoring visit.

Supporting Documentation, Data Gathering and Analysis

Both prior to the visit and at the visit we will be reviewing supporting documentation the member program provides for the grants selected for the monitoring. We may request additional data during the site visit. We will also make the time to analyze some of the data received during the site visit. We will track each step followed during the monitoring process, document conversations with subrecipient staff, and review the progress of the actual project/program.

Exit Conference

At the end of the site visit, we will discuss how the visit went, meeting with key agency individuals to present the preliminary findings noted from the financial review. We may ask for additional documentation from subrecipient. For all questions not resolved at the end of the exit conference, we plan on reaching a clear understanding of follow up needed for resolution.

Follow-up

The Coalition will send a letter/email to the subrecipient including the following:

- Recognition of the subrecipient's success, if performing well.
- Description of deficiencies and/or recommendations, if the subrecipient is experiencing problems or failing to comply with federal requirements or program guidelines.
- Deadlines informing subrecipients when a written response describing their proposed resolution(s) to any findings is due.

Corrective Action Plan

The subrecipient must submit a plan identifying how deficiencies will be remedied and the timeline for doing so. If any findings were not corrected or partially corrected, the reason and timeframe for each resolution must be included.

Closure of Site Visit – If adequate documentation is received to resolve each finding, the Coalition office will send a letter/email to close the site visit.