



CONSOLIDATED APPROPRIATIONS ACT (CAA) PROGRAMS MONITORING OVERVIEW: SITE VISITS AND DESK REVIEWS



MONITORING PROCESS



ASSESS

Conduct initial evaluation to determine the type of monitoring activities



PLAN

Determine individual monitoring activities based on initial evaluation



REVIEW

Conduct individual monitoring activities and Technical Assistance (TA); reviews reports



UPDATE

Continually evaluate progress and TA needs based on identified issues with project execution and grants administration

MONITORING TOOLS



Report Review



Conference Calls



Desk Reviews



Site Visits



Technical Assistance

DESK REVIEW: WHAT TO EXPECT

Desk reviews focus on the relevant documentation and financial systems supporting a grant program. Typically conducted virtually, desk reviews facilitate and produce an evaluation of the recipient's capacity to manage their award and may serve as a preliminary step prior to a site visit.

Selection	Documentation	Review	Outcome
FPOs notify recipients of desk review and coordinate on a date/time, participants, and required materials.	Grant recipients complete and compile documentation to submit to FPOs.	FPOs conduct desk reviews with grant recipients, examining errors and omissions and requesting corrections and follow-up.	Desk review findings are documented and any additional TA needs are identified. FPOs follow-up with recipients and work to resolve any NTIA corrective actions to ensure compliance through the resolution of issues identified.

SITE VISITS: WHAT TO EXPECT

Site visits occur at the recipient's office or program location and provide an opportunity for the Federal award agency to meet with key personnel and program partners and review the capacity, performance and compliance of the recipient.

Selection	Preparation	Assessment	Outcome
FPOs notify recipients of site visit and coordinate on a date/time, participants, and required materials.	Recipients prepare the requested documentation, notify personnel who will need to attend, and prepare project sites to be visited and (if applicable) tests to be run at the project site(s).	FPOs meet with recipients, observe project site(s) and activities and review administrative, financial, and programmatic issues, documents, and any items for redress with the recipient.	Site visit findings are documented and any additional TA needs are identified. FPOs follow-up with recipients and work to resolve any NTIA corrective actions to ensure compliance through the resolution of issues identified.

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