ADECA
Alabama Department of Economic and Community Affairs

MONITORING PLAN

GENERAL INFORMATION		Staff Assigned
Name of Organization		Grant Manager
Address		Grant Manager
City, State, Zip		Grant Manager
Grant Type		Grant Manager
Grant Number		Grant Manager
Project Cost		Grant Manager
Amount of the Award		Grant Manager
Match		Grant Manager
Date(s) of the Monitoring Visit		Grant Manager
Project Beginning Date		Grant Manager
Project Ending Date		Grant Manager
Contract Monitor		Grant Manager
Grant Manager		Grant Manager
Authorizing Official		Grant Manager
Project Director		Grant Manager
Financial Officer		Grant Manager
Purpose of the Grant		Grant Manager

ADMINISTRATIVE	Yes, No, N/A	Comments	Staff Assigned
Does the subgrantee have a SAM Manual?			Grant Manager
Was the project operational within 60 days of the original starting date of the subgrant period?			Grant Manager
If not, did the subgrantee report by letter to LETS/ADECA the steps taken to initiate the project, the reasons for the delay, and the expected starting date?			Grant Manager
Was the project operational within 90 days of the original starting date of the subgrant period?			Grant Manager
If not, did the subgrantee submit a second statement to LETS/ADECA explaining the implementation delay?			Grant Manager
If not, was an extension granted?			Grant Manager

Have any Program and/or Budget Revisions been approved and/or are pending approval?			Grant Manager
Are all quarterly reports up to date?			Grant Manager
To date, have all Quarterly Financial Reports been timely submitted and signed by Authorizing Official or Financial Officer? (LETS Form 54)			Grant Manager
To date, have all Quarterly Narrative Reports been timely submitted and signed? (LETS Form 55)			Grant Manager
Did the subgrantee timely submit the Annual Performance Report?			Grant Manager
Have any inaccurate reports been submitted to date?			Grant Manager

MATCH	Yes, No, N/A	Comments	Staff Assigned
Is the source(s) of match allowable?			Grant Manager
Is the type of match allowable?			Grant Manager
Is the source(s) of the match amount clearly identified?			Grant Manager
Is the source(s) of the match timing clearly identified?			Grant Manager

AUDIT REQUIREMENTS	Yes, No, N/A	Comments	Staff Assigned
Does the program require a Federal Single audit?			Grant Manager
If so, when was the most recent audit completed?			Grant Manager
If so, was it submitted to the ADECA Audit Section?			Grant Manager
If so, were all findings and questions in the audit report resolved?			Grant Manager
If a Federal Single audit was not required, did the subgrantee have any other audit report completed (i.e., a financial statement or "yellow book" audit)?			Grant Manager
If so, when was the most recent audit report completed?			Grant Manager
If so, was it submitted to the ADECA Audit Section?			Grant Manager
If so, were all findings and questions in the audit report resolved?			Grant Manager

OTHER FISCAL REQUIREMENTS	Yes, No, N/A	Comments	Staff Assigned
Does the subgrantee submit a request for funds on a monthly basis even if there is a zero amount?			Grant Manager
If yes, is a request for funds submitted by the 15th of each month?			Grant Manager
Is the grant money being drawn down in accordance with the time passed?			Grant Manager
Are Forms 92 being submitted regularly?			Grant Manager
Are all expenses (less personnel and confidential) supported by invoices?			Grant Manager
What other organizations assist in funding this program?			Grant Manager
Does the subgrantee have a cash receipt journal and general ledger available (hard copy or electronic accounting system)?			Grant Manager
If so, do there appear to be any unusual expenses or discrepancies?			Grant Manager
Are time/services for which work is claimed directly and exclusively devoted to the subgrant purposes?			Grant Manager
Are time and effort reports being maintained for consultants?			Grant Manager

PROGRAM CHANGES	Yes, No, N/A	Comments	Staff Assigned
Has this grant program experienced a change in personnel?			Grant Manager
If so, was LETS Form 129 submitted?			Grant Manager

EEO & CIVIL RIGHTS	Yes, No, N/A	Comments	Staff Assigned
Has the subgrantee submitted an Equal Employment Opportunity Program Certification, if required?			Grant Manager
Is it true that the subgrantee has no findings of discrimination issued by a federal/state court or federal/state agency?			Grant Manager

	Yes, No, N/A	Comments	Staff Assigned
If a finding of discrimination was made, did the subgrantee provide a copy of the finding to ADECA within 30 days of receiving notice?			Grant Manager

EQUIPMENT	Yes, No, N/A	Comments	Staff Assigned
Has a PMU-1 Form been submitted to ADECA for equipment purchases over $5,000?			Grant Manager
Has a Bill of Sale and copy of the Title been submitted for vehicle purchases, if applicable?			Grant Manager

PROFESSIONAL SERVICES	Yes, No, N/A	Comments	Staff Assigned
Does the subgrantee have arrangements and/or contracts with individual contractors/consultants?			Grant Manager

PROCUREMENT & PUBLICATIONS/RELEASES	Yes, No, N/A	Comments	Staff Assigned
Did the subgrantee produce any publications or releases (including written, audio or visual media)?			Grant Manager
If so, was prior approval granted in budget?			Grant Manager
If so, does the production/release include the proper recognition of funding language?			Grant Manager

TRAVEL	Yes, No, N/A	Comments	Staff Assigned
Are all personnel submitting travel vouchers actual employees of the grant?			Grant Manager
If not, is a travel certificate being submitted?			Grant Manager

PROGRAMMATIC	Yes, No, N/A	Comments	Staff Assigned
What city or counties are supported by this program?			Grant Manager
What are the project's goals and objectives within the covered city(ies) and/or county(ies)?			Grant Manager
What services are being provided to clients in the covered city(ies) and/or county(ies)?			Grant Manager

Does the project establish Goals and Objectives that are achievable within the life of the grant?			Grant Manager
Do the Methods and Procedures defined in the grant coincide with the Goals and Objectives?			Grant Manager
Can the Goals and Objectives be Quantified?			Grant Manager
Are the Goals and Objectives being met?			Grant Manager
Does the statistical data reflect achievement of the Goals and Objectives?			Grant Manager

ONLY APPLICABLE FOR THE DRUG TASK FORCE GRANTS			
	Yes, No, N/A	**Comments**	**Staff Assigned**
Does the drug task force have a Standard Operating Procedures Manual (SOP) as required by the Drug Task Force Certified Assurance?			Grant Manager
If so, was a copy of the drug task force's SOP submitted with its application for funding?			Grant Manager
Are letters submitted to ADECA demonstrating how the drug task force forfeiture account withdrawals are being spent?			Grant Manager