

Outreach Grant Program

MONITORING EXHIBIT FOR ON-SITE REVIEWS

Grantee: _____

Date of Review: _____

Grant Number: _____

Reviewer: _____

Contact Person: _____

Subrecipient

Subrecipient's					Address
Contact	Person	&	Title	of	Subrecipient

Complete the exhibit questions that are applicable to the role of the grantee and/or a subrecipient organization. Enter name of grantee and any subrecipient being assessed where indicated. Questions address components of the Work Plan, the cooperative agreement and NOFA. The exhibits are intended to help the reviewer to identify issues that if not properly addressed could result in deficient performance.

1. Provide information about how the grantee's (and/or subrecipient) management capacity.

- a) Are key personnel fully familiar with project goals and timetables? yes no
- b) Are key personnel being used to the extent committed in the Work Plan? yes no
- c) Do other staff understand project goals and timetables? yes no
- d) Has there been recent turnover in key personnel? yes no

- e) If yes, do new personnel have requisite academic and requisite experience?
yes no
- f) Does grantee have a QC plan and is it being followed?
yes no
- g) Does grantee track progress against the Work Plan?
yes no

2. Provide information about partners and subrecipients.

- a) Do partners/SRs have a clear understanding of goals and timelines?
yes no
- b) Are roles and responsibilities described in a MOU or other agreement?
yes no
- c) Do partners/SRs report regularly to the grantee?
yes no
- d) Does the grantee meet regularly with its partners/SRs?
yes no
- e) Are the partners/SRs performing as described in the Work Plan?
yes no
- f) Are the partners/SRs meeting their quarterly goals and milestones?
yes no

Please list areas below where there was noncompliance with program requirements and where corrective actions are needed to address performance concerns:

(If additional space is necessary, continue on separate sheets and attach to this form-)

REVIEWER

DATE OF REVIEW

TITLE OF REVIEWER