

## FY 2010 Site Visit Checklist (Revised April 2010)

[Adobe (.pdf) version]

**INSTRUCTIONS:** The site visit checklist **must be fully completed and uploaded to GMS** for all site visits conducted. You will also be required to certify in GMS that all site visit checklist items were completed in full in order to prepare your site visit report. In completing the site visit checklist, please note the following:

- Grant managers are required to complete all elements contained within this checklist for full monitoring visits. Full site visit monitoring can occur on-site or off-site, including such venues as the event site where a project deliverable is being presented, conferences, meetings convened by grantees in connection to the project, deliverable reviews (i.e., training), and cluster meetings with other grantees. To determine whether conducting an off-site monitoring visit is appropriate consider the type of project that you will be reviewing. For example, if the project is research-based, visiting the grantee at a conference may be appropriate, provided the necessary documentation is obtained to complete the requirements of a full monitoring visit. If the grant funding involves a construction project or training delivery, monitoring at a conference would not be sufficient to fulfill full site visit monitoring requirements. Full monitoring visits must include programmatic, financial, and administrative review elements. If adequate information cannot be obtained during an off-site visit, it is acceptable for grant managers to follow up and complete the checklist by obtaining required materials via fax, documented phone contact, email correspondence, etc.
- For on-site visits, describe in detail what you observed in the "Comments and Action Items" section or document issues (if any) in the "Issues for Resolution" section.
  - Comments are general in nature, but should be enough to document what you looked at to verify grantees compliance or non-compliance with their awards (e.g., I reviewed the grantees subgrantee monitoring reports and determined that the grantee has sufficient oversight procedures in place to review subgrantees).
  - Action items are defined as those that require follow up by the grant manager but do not necessarily involve the grantee (e.g., the grantee indicated that the financial report would be uploaded by 4/15. The grant manager must confirm that this has been done.).
  - Issues for resolution are defined as those that require action on the part of the grantee (e.g., the grantee is delinquent on a financial report and needs to upload the current report to GMS). Post-monitoring issues for resolution are the only conclusions that require grantee action after the site visit and follow the issue for resolution workflow outlined in Section 8.2.6.1.

It is recommended that you number each separate comment, action item, or issue for resolution (e.g. Comment #1, Comment #2, etc.).

- Please note that this Adobe (.pdf) version of the site visit checklist is designed to be printed and used for taking notes and documenting your activities while on-site. You will need to provide enough documentation in the checklist to validate your opinions and findings in the site visit report.

**A. Grant Information**

<b>Grantee Organization(s):</b>	<b>Grant Number(s):</b>
<b>Site Visit Start and End Dates:</b>	<b>Site Visit ID Number:</b>

**B. Entrance Interview**

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
1.	Conduct entrance interview.				
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					
<b>GUIDANCE</b>					
<p>The purpose of the entrance interview (or conference) is to:</p> <ul style="list-style-type: none"> <li>• Set the tone and establish expectations for the onsite monitoring visit,</li> <li>• Reiterate items that have already been sent to the grant contact in the pre-monitoring letter and enclosures, and</li> <li>• Discuss issues, problems, or concerns that have developed since the pre-monitoring letter was prepared.</li> </ul>					

### C. Financial Review

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
2.	Conduct general budget review.				
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					
<b>GUIDANCE</b>					
<ul style="list-style-type: none"> <li>• Follow up on any financial items identified during the Pre-Site Visit review and/or desk review such as timeliness of financial reports, unallowable expenditures, or cost sharing/match. (Reference the Pre-Site Visit Monitoring guidance in GMS or the GAT User Guide on the Portal for instructions on the desk review checklist.)</li> <li>• Request sample of expenditures by budget category if not already requested or received prior to site visit. Review expenditures to determine if they are reasonable and allowable. <ul style="list-style-type: none"> <li>○ Reasonable expenditures are items purchased that are necessary to the project; the cost of the items or services should not be excessive.</li> <li>○ Allowable expenditures are those costs that are allowed under public laws and regulations (e.g., OMB circulars, FAR), as well as under the award agreement and approved budget. For example, entertainment, donations, and interest expenses are unallowable under Government projects. Where travel is charged to an individual award there should be documentation (such as a travel authorization) describing the travel and explaining how/why this trip is directly related to or will help accomplish award objectives.</li> <li>○ Review the budget to ensure that the grantee hasn't exceeded expenditures per budget category in excess of 10 percent. Movement of dollars between approved budget categories is allowable up to 10 percent of the total award amount, provided there is no change in project scope.</li> <li>○ Because discretionary grants have line item budgets, determine if drawdown activity has occurred according to the timeline submitted by the grantee in its application scope.</li> </ul> </li> <li>• If a grant or grants are undergoing an OJP audit review (e.g. A-133), review audit details in GMOC and contact the assigned GMFD monitor for any audit-related questions to be addressed during or after the site visit.</li> <li>• Grant managers should contact OCFO to address any identified issues and questions, as necessary.</li> </ul>					

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
3.	Compare progress reports with rate of expenditures.				
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					
<b>GUIDANCE</b>					
<ul style="list-style-type: none"> <li>• Review progress reports submitted during the past year; address any incomplete or delinquent progress reports with grantee.</li> <li>• Determine if the grantee is adequately obligating or expending in accordance with projected project(s) timeline.               <ul style="list-style-type: none"> <li>○ Does it appear that the grantee is overspending or underspending?</li> <li>○ Should the grantee have spent more funds at this point in the execution of the project/program?</li> <li>○ Discuss any concerns with grantee and note justification where appropriate.</li> </ul> </li> <li>• Review financial reports in conjunction with progress reports to compare the rate of expenditures with the project activity level noted in the progress report.</li> </ul>					

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
4.	Verify that grant funds are not commingled.				
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					
<b>GUIDANCE</b>					
<ul style="list-style-type: none"> <li>• If other funds are being used to support the grant activity, verify that the funds are segregated and that the grantee's financial management system keeps them separate. <ul style="list-style-type: none"> <li>○ For example, can the grantee show that a budget code has been assigned to this grant?</li> <li>○ Do discrete grant items have separate activity/accounting codes from other grant funds or funding sources?</li> </ul> </li> </ul>					

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
5.	If a formula grant, determine whether the administrative cost threshold has been exceeded.				
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					
<b>GUIDANCE</b>					
<ul style="list-style-type: none"> <li>• Compare original approved budget for allowable administrative cost percentage vs. actual budget. If the actual budget percentage is greater than allowable, request that the grantee explain the discrepancy.</li> </ul>					

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
6.	If a formula grant, determine whether it has subgrants, and if the cost threshold for those subgrants has been met or exceeded.				
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					
<b>GUIDANCE</b>					
<ul style="list-style-type: none"> <li>Compare original approved budget allowable subgrant cost percentage versus actual budget. If the actual budget percentage is greater than allowable, request that the grantee explain the discrepancy.</li> </ul>					

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
7.	If a formula grant, review the overall subgrant process.				
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					
<b>GUIDANCE</b>					
<ul style="list-style-type: none"> <li>Complete a general review of the subgrant process and check to see whether the process for subgrantee reporting is acceptable, whether adequate subgrantee administrative and financial monitoring is taking place, etc.</li> </ul>					

**D. Administrative – Award File Review**

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
8.	While on-site, review the award file and check for: <ul style="list-style-type: none"> <li>Signed award document; and</li> <li>Correspondence with OJP grant manager.</li> </ul>				
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					
<b>GUIDANCE</b>					
<ul style="list-style-type: none"> <li>Verify whether complete file is being maintained and all information is current.</li> <li>Address any concerns identified during desk review.</li> </ul>					

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
9.	Confirm that services/activities described in progress reports have been provided and/or completed.				
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					
<b>GUIDANCE</b>					
<ul style="list-style-type: none"> <li>Check that grantees are performing the services/activities as stated in their grant applications and progress reports.</li> </ul>					

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
10.	Review compliance with confidentiality requirements, if applicable.				
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					
<b>GUIDANCE</b>					
<p>Check that the on-site file contains:</p> <ul style="list-style-type: none"> <li>• Privacy Certificate,</li> <li>• Copies of changes to the Privacy Certificate, if applicable, and</li> <li>• Documentation of any changes in the research protocols that may affect the confidentiality and/or the security of the research and statistical information collected as part of the project, if applicable.</li> </ul>					

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
11.	Review compliance with human subjects protection requirements, if applicable.				
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					
<b>GUIDANCE</b>					
<p>Check that the on-site file includes one of the following:</p> <ul style="list-style-type: none"> <li>• Certification from an IRB or from the OJP Office of the General Counsel that the project does not constitute research or involve human subjects,</li> <li>• Certification from an IRB or from the OJP Office of the General Counsel that the project is exempt from IRB review and approval, and/or</li> <li>• Certification that the project has been reviewed and approved by an IRB.</li> </ul>					

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
12.	Confirm whether property information is being maintained, if applicable.				
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					
<b>GUIDANCE</b>					
<ul style="list-style-type: none"> <li>• Involves review of records to make sure grantees are maintaining inventory of property used as part of the grant.</li> <li>• If inventory observed, please provide comments regarding your observations.</li> </ul>					

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
13.	Determine if any subcontractor/subgrantee monitoring is being performed by grantee, if applicable, and that the grantee monitors its subgrantee for compliance with the conditions of the subgrant award.				
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					
<b>GUIDANCE</b>					
<ul style="list-style-type: none"> <li>• If the grantee passes funds on to another organization, is it clear that it subgrants these funds?</li> <li>• Check that grantee is monitoring its subgrantee(s). <ul style="list-style-type: none"> <li>○ Grant managers should review evidence, such as a sub-grantee site visit monitoring reports or completed checklists, to verify that site visits are occurring as scheduled.</li> </ul> </li> <li>• Do written procedures exist regarding subgrantee monitoring? <ul style="list-style-type: none"> <li>○ Is a process in place for onsite monitoring by the grantee reporting the data (many formula programs can retain a portion of these awards for oversight<sup>1</sup>)?</li> <li>○ Does the grantee monitoring checklist satisfy the administrative, financial and programmatic elements (grantee should ask questions similar to OJP monitoring checklist at subgrantee site visit)?</li> </ul> </li> <li>• Is subgrantee meeting terms and conditions of award?</li> <li>• Standard filing—evidence of follow-up? <ul style="list-style-type: none"> <li>○ Does the grantee document site visit findings in a report?</li> <li>○ Does the grantee have a process for following up on issues, if applicable?</li> </ul> </li> <li>• Check if any of the subrecipients are debarred or suspended from participation in Federal assistance programs.</li> <li>• Check that grantees know when and where to report issues with subgrantees to OJP.</li> <li>• Additionally, grant managers should review the following documents on subcontractors/subgrantees when examining subcontractor/subgrantee monitoring: <ul style="list-style-type: none"> <li>○ financial reports, progress reports, and drawdown activity;</li> <li>○ budgets;</li> <li>○ documentation that prime recipients are verifying that subrecipients have met the necessary audit requirements contained in the Financial Guide (see Part III, Chapter 19: Audit Requirements);</li> <li>○ For Recovery Act grants, check award documents for the Recovery Act requirements.</li> </ul> </li> </ul>					

<sup>1</sup> “A Guide to Grant Oversight and Best Practices for Combating Grant Fraud” National Procurement Fraud Task Force, February 2009

**E. Administrative – Personnel Review**

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
14.	Observe grant activities/services to verify whether key personnel are actually performing the duties originally proposed, if applicable (e.g. key personnel are identified in the grant application).				
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					
<b>GUIDANCE</b>					
<ul style="list-style-type: none"> <li>Through discussion, observations, and review of documentation, verify that key personnel identified in the project are actually working on the project and that any changes have been approved.</li> </ul>					

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
15.	Review personnel timesheets to ensure that charges related to staffing are in line with the proposed budget.				
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					
<b>GUIDANCE</b>					
<ul style="list-style-type: none"> <li>• Determine if employees in positions funded by grant funds are required to submit time sheets. If so, review timesheets to determine if : <ul style="list-style-type: none"> <li>○ Actual hours worked are recorded on the timesheet, and/or</li> <li>○ Time sheets reflect distribution of employee activity between projects (or grants).</li> <li>○ Personnel charges are in line with what was proposed in the original budget and application;</li> <li>○ Charges exceed the total number of hours for a given pay period (if so, determine if overtime is properly recorded); and</li> <li>○ Timesheets have been signed (either in writing or electronically) by the employee and a supervisor.</li> </ul> </li> <li>• Grant managers should contact OCFO to address any identified issues or questions related to time sheets and personnel expenditures, as necessary.</li> </ul>					

### F. Programmatic Review

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
16.	Did the grant manager visit grant funded project site where one or more activity/deliverable is performed?				
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					
<b>GUIDANCE</b>					
<ul style="list-style-type: none"> <li>• The site of the grant-funded project is the site where the program or activity funded by the grant is taking place.</li> <li>• If multiple sites are funded under the same grant, take note of the total number of sites that were visited (to be documented in the site visit report).</li> </ul>					

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
17.	Review proposed project goals, activities and services vs. actual activities and services (e.g. time task plan).				
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					
<b>GUIDANCE</b>					

- Through discussion and review of documentation, review how objectives are being implemented and compare to what had been planned. Follow up on any concerns identified during the desk review.
- Does progress reflect goals outlined in the original or continuing grant application?
- Review issues from prior visit, if any, or additional issues that require resolution.

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
18.	Assess deliverables through observing grant activities/services, if applicable.				
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					
<b>GUIDANCE</b>					
<ul style="list-style-type: none"> <li>• Assess whether stated project deliverables are being produced in a quality and timely manner.</li> </ul>					

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
19.	Did you observe or were you made aware of any changes in grantee activities?				
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					

**GUIDANCE**

- Assess whether changes in activities are unallowable or if they require appropriate approvals, and request appropriate action or justification/documentation where necessary.

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
20.	Verify that reported performance measurement data is valid, and is being collected appropriately.				

**COMMENTS AND/OR ACTION ITEMS**

**ISSUES FOR RESOLUTION**

**GUIDANCE**

- To verify that quarterly performance measures are valid, grant managers should do the following:
- View aggregate performance measurement data at regular intervals and determine if there are any glaring reasons for concern, such as possible over-reporting, under-reporting, spikes in reporting, or lack of progress reported. In such instances, request justification from grantee.
  - Discuss all performance measures with grantee to ensure that the grantee has a clear understanding of how they are defined.
  - Verify that grantee has linked its activities to established goals.
  - Confirm whether the data are used to guide program determinations.
  - Check that grantee has an adequate method for collecting performance measurement data. Adequacy can be assessed by checking to see that consistent procedures are used, whether they are based on a proven model, and whether safeguards are in place to protect performance data integrity.
    - Verify that the grantee maintains sufficient records to substantiate performance data that are reported.
    - Identify whether or not an independent party is testing data collection and reporting processes, and if so, the method used.
    - For grantees with subawards, is there a process in place for on-site monitoring by the primary grantee reporting the data? (Grantee would ask questions similar to those above while at subaward site.)

### G. Grant Administration

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
21.	As a result of your observations or discussions with grantees regarding grant activities/services, describe promising practices, if any.				
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					
<b>GUIDANCE</b>					
<ul style="list-style-type: none"> <li>Briefly describe any programs, initiatives, or activities considered to be successful models for others to follow.</li> </ul>					

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
22.	Note whether the grantee raised any issues during the site visit.				
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					
<b>GUIDANCE</b>					
<ul style="list-style-type: none"> <li>Briefly list any issues raised by the grantee or discovered in your on-site review that may require action on the part of the grantee as well as any related action items or comments, if applicable.</li> </ul>					

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
23.	Before the site visit, the grant manager should review the High Risk list on the OJP portal to determine if the grantee to be site visited is on the list. Grantees are designated as "High-Risk" by OAAM in accordance with criteria established in 28 CFR § 66.12, OJP Order 2900.2, and the Grant Managers Manual, Chapter 10. If the grantee was designated on the OJP High Risk grantee list, document any steps that are taken to help the grantee resolve those known issues.				
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					
<b>GUIDANCE</b>					
<ul style="list-style-type: none"> <li>• Request a copy of the designation letter and any available documentation regarding outstanding audits for the grantee from OAAM. This step will help the grant manager determine which issues may be appropriate to discuss with the grantee during the site visit.</li> <li>• In addition to anything in the designation letter, please ensure that the following items are discussed with the grantee and: <ul style="list-style-type: none"> <li>○ Any actions that are planned or in progress to resolve withholding or non-withholding special conditions;</li> <li>○ Any impediments to completing the remediation plan or planned activities; and/or,</li> <li>○ Any risks to successful project implementation and performance related to the issue that caused the grantee to be placed on the High Risk list.</li> </ul> </li> <li>• After the site visit, documented any issues in the site visit report and refer any outstanding questions to the appropriate OJP designee.</li> </ul>					

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
24.	As a result of your observations or discussions with grantees regarding grant activities/services, note whether the grantee experienced any roadblocks to grant implementation.				
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					
<b>GUIDANCE</b>					
<ul style="list-style-type: none"> <li>Briefly list any roadblocks encountered as well as any related action items, if applicable.</li> </ul>					

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
25.	Describe any training or technical assistance (TTA) currently in progress, provided, or requested. Document if any TA needs arise while on-site.				
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					
<b>GUIDANCE</b>					
<ul style="list-style-type: none"> <li>• Briefly describe any financial-related, administrative, and/or programmatic TTA provided to or requested by the grantee during the site visit. <ul style="list-style-type: none"> <li>○ This includes, but is not limited to, assisting the grantee in properly completing financial status reports, requesting grant funds. or answering questions related to the award file or administrative personnel review.</li> </ul> </li> <li>• Follow-up on any TTA needs determined during pre-site visit reviews or correspondence/conversations with the grantee.</li> <li>• Briefly describe any TTA provided to the grantee previously. <ul style="list-style-type: none"> <li>○ What did the grantee indicate as TTA pros and cons?</li> <li>○ Was the grant manager able to work with the grantee to resolve any problems with past TTA?</li> </ul> </li> <li>• Briefly review sustainability plans with the grantee and identify if any training or other capacity enhancement or technical assistance would be appropriate. To determine if a grantee might benefit from TTA related to sustainability issues, determine: <ul style="list-style-type: none"> <li>○ Will the activities/services/purchases performed using these grant funds continue after OJP funding has ceased?</li> <li>○ If additional employees were hired, will the grantee continue to fund these positions after OJP funding has ceased? If so, how?</li> <li>○ If new programs have been implemented, how will these programs be funded after OJP funding has ceased?</li> </ul> </li> </ul>					

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
26.	Thoroughly review the grantee's financial, administrative and programmatic compliance to detect any potential indicators of fraud, waste, and abuse. If fraud, waste or abuse is suspected, follow OJP reporting guidance.				
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					
<b>GUIDANCE</b>					
<p>In addition to the items in this checklist, the following activities may help to detect and/or prevent grant fraud:</p> <ul style="list-style-type: none"> <li>• Determine if consultants are involved in a grant program; if so, get the details &amp; ensure the process is fair &amp; reasonable; is \$450 a day justified?</li> <li>• Ensure that the grantee has read the Conflict of Interest definition in Chapter 3 of the OJP Financial Guide.</li> <li>• Discuss the procurement process with the grantee, including sole source contracts.</li> <li>• Explain that grantees must support their draw-downs or FSRs with evidence (general ledgers, receipts, or time sheets).</li> <li>• Discuss indirect cost rates and reporting income generated by grant activities.</li> <li>• Inquire about grantee's internal controls/segregation of duties – recommend or mandate a fiscal agent and/or financial management training.</li> <li>• Follow up with unresponsive or noncompliant grantees as soon as possible.</li> <li>• Question generic or nebulous reports submitted by grantees.</li> </ul> <p>Grant managers should communicate any concern to their supervisors and as appropriate to OCFO, OAAM, or OGC or directly to the OIG's Fraud Detection Office, <a href="http://www.usdoj.gov/oig/">http://www.usdoj.gov/oig/</a>. Additional information on grant fraud prevention and detection can be found in the Guide to Grant Oversight and Best Practices for Combating Grant Fraud issued by the National Procurement Fraud Task Force, Grant Fraud Committee, located at <a href="http://www.usdoj.gov/oig/special/s0902a/final.pdf">http://www.usdoj.gov/oig/special/s0902a/final.pdf</a>.</p>					

## H. Exit Interview

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
27.	Complete exit interview.				
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					
<b>GUIDANCE</b>					
<p>The purpose of the exit interview is to:</p> <ul style="list-style-type: none"> <li>• Summarize results of the monitoring visit,</li> <li>• Inform grantee of any potential issues for resolution, and</li> <li>• Solicit initial feedback from grantee about the site visit.</li> </ul>					

**I. Other Items**

**NOTE:** If you have any additional general items not already listed on this checklist to report with comments, action items or issues for resolution, please complete the following sections. If you have no additional items, please leave this section blank.

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
28.					
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
29.					
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
30.					
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					

	ITEM	COMPLETED			COMPLETED BY
		YES	NO	N/A	
31.					
<b>COMMENTS AND/OR ACTION ITEMS</b>					
<b>ISSUES FOR RESOLUTION</b>					