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## Grants Management Helpful Hints

### Monitoring and Site Visits

NOAA personnel will actively monitor the status and progress of each grant project. Monitoring can include phone discussions, e-mails, participating in meetings and events, reviewing of progress and financial reports, or conducting site visits. Purpose of monitoring is to ensure that federal funds (tax payer dollars) are spent wisely, and that projects are on track. Site visits and other monitoring activities will help projects identify current or potential problems and assist in resolving issues.

#### What are the goals of a site visit? Why is NOAA requesting a site visit?

While specific goals of the site visit may vary between programs and regions, the site visit is to determine whether a project is being executed according to its work plan and/or is on schedule, enhance better understanding of information provided in written performance reports, assist the Program Office in making recommendations and evaluating progress, and provide a chance to learn about the facilities, equipment, and staffing capabilities of the recipient. The site visit can also increase understanding between the grantee and the FPO and/or the Technical Monitor about general grant agreement requirements so use this opportunity to ask questions.

#### What should I prepare for a site visit?

As a recipient, you should have ample documentation on your project, so you may want to take the time to remind yourself where they are prior to the site visit. You should not be creating any new documents for the site visit. You should be prepared to share information with the Federal Program Officer (FPO) or Technical Monitor to provide evidence of your progress and to facilitate further discussion about your project. This is the time for you to show off your accomplishments and point out your challenges. The FPO is there to help you keep your project on task.

Information and documents relating to the following items should be readily available for the site visit to allow the Federal Program Officer to evaluate the following:

- Financial status of the grant funds.
- Position descriptions and placement of funded grant personnel.
- Procurement procedures and how they have been implemented to date.
- Property and equipment purchased (i.e. What has been purchased and where it is being used).
- Successful implementation of the project in relation to the program.

#### For More information on Monitoring and Site Visits

#### **2 CFR, Chapter 2, PART 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards**

[Section §200. 328 - Monitoring and Reporting Program Performance](#)

[Section §200. 329 - §200. 332 -Subrecipient Monitoring and Management](#)