# GRANT FILE REVIEW / SITE VISIT
## FOR NON-PROFITS, STATE AGENCIES, &
## HIGHER EDUCATION

**Purpose:**    Use this form to complete the file review and document discrepancies and best practices.

**Instructions:**    Complete all applicable sections.

| GENERAL GRANT INFORMATION | | |
|---|---|---|
| ☐ Grant Project $20,000 or less  ☐ Grant Project Over $20,000 | GRANTEE NAME | |
| PROJECT TITLE | PROJECT DIRECTOR | |
| PROJECT NUMBER | PROGRAM MANAGER | DATE (mm/dd/yyyy) |

| PERFORMANCE INFORMATION | | |
|---|---|---|
| INQUIRIES | YES | NO |
| ARE ALL REPORTS COMPLETE AND SUBMITTED AS REQUIRED? IF NO, EXPLAIN BELOW | ☐ | ☐ |
| ARE THERE ANY FORMAL ACCOUNTING DOCUMENTS IN THE FILE? | ☐ | ☐ |
| ARE THERE ANY SPECIAL ACCOMPLISHMENTS? | ☐ | ☐ |
| DID THE GRANTEE UTILIZE THE SERVICES OF A CONTRACTOR? | ☐ | ☐ |
| DOES THE AWARD TO THE GRANTEE INCLUDED FUNDING FOR PERSONNEL SERVICES? | ☐ | ☐ |
| REIMBUREMENT FOR TRAVEL / TRAINING | ☐ | ☐ |
| DOES THE GRANTEE RECEIVE PROGRAM INCOME FROM ANOTHER SOURCE? | ☐ | ☐ |

| PERFORMANCE INFORMATION | | |
|---|---|---|
| INQUIRIES | YES | NO |
| ADHEREANCE TO MILESTONES AND ACTION PLANS? | ☐ | ☐ |
| IS THE BUDGET ON TARGET? | ☐ | ☐ |
| DOES THE PROJECT SHOW PROGRESS TOWARDS OBJECTIVES AND PERFORMANCE PLANS? | ☐ | ☐ |
| ARE THERE PROPER DOCUMENTS FOR TIME SHEETS? | ☐ | ☐ |
| HAS IN STATE OR OUT OF STATE TRAVEL BEEN PRE-APPROVED? | ☐ | ☐ |
| IN SETTING UP THE SITE VISIT, DID PROJECT DIRECTOR DELAY IN ANYWAY? | ☐ | ☐ |
| IS THERE GOOD COMMUNICATION WITH THE PROJECT DIRECTOR? | ☐ | ☐ |

| DMV PROJECT MONITOR SUMMARY |
|---|
| PROGRAM MANAGER COMMENTS |
| RISK ASSESSMENT |

| DATE (mm/dd/yyyy) | DMV PROJECT MONITOR NAME | DMV DEPUTY DIRECTOR NAME |
|---|---|---|
| | | |