*On-Site & Desk Monitoring (Programmatic & Financial)*

The THSO visits every grantee that has been awarded a grant of $10,000 or more at least once during the grant year (typically between February and August) to conduct a systematic and comprehensive programmatic and financial assessment.  This visit is designed to be instructive, not disruptive, and to foster information exchange and partnership.  Agencies receiving $10,000 and above will receive at least one on-site visit from their program manager.  The visit will be scheduled at least two weeks in advance, and a preparation sheet that details how to prepare for the on-site visit will be provided electronically.  In addition, a link to an online version of Title VI Assessment will be emailed; this should be completed and submitted on the TN Traffic Safety website prior to the monitoring visit.  An unscheduled monitoring visit will occur if the agency receives a letter which issues a finding after the annual on-site visit or if there is concern that the agency’s project is showing signs of significant weakness. A random sampling of ten percent of HVE grantees will receive an on-site monitoring from their program manager.

During the programmatic portion of the visit, goals, objectives, and tasks are reviewed to determine if the project is being implemented as outlined in the approved grant application.  This assessment is also used to determine if the grantee has satisfied special conditions and is adhering to contract terms and conditions.  The financial review includes an examination of agency and grant-specific financial documents and issues related to the implementation and performance of the project.

While on-site, the program manager completes the monitoring form found on the THSO’s [online grants management system](https://thsogrants.org/). Once completed, the form is reviewed and approved by the THSO management.  Following final approval of the monitoring form, the program manager drafts a follow-up letter that highlights exemplary activities/actions on the part of the grantee, and recommendations, within 30 days following completion of the assessment.  If the letter includes findings, an additional on-site visit(s) may be scheduled.  The THSO maintains an electronic copy of the letter.

Agencies receiving less than $10,000 will receive a desk monitoring or audit, which uses an abbreviated form. This monitoring/audit will come from their THSO program manager or an auditor from the Tennessee Department of Safety and Homeland Security. Failure to respond to a desk monitoring or audit may result in a loss of grant funding. In rare instances, an on-site visit may be required if the agency’s project shows significant weakness or non-compliance.

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**Temporary Policy Amendment:**

**Due to COVID-19 and the desire to minimize face-to-face contact, on-site monitoring will be replaced with virtual monitoring. Eligibility will be determined by the THSO Program Manager based on an assessment of low risk, history of strong performance, agency not in first year of grant project, cannot be a newly assigned Project Director, and is able to utilize the appropriate technical resources to allow for a successful virtual monitoring. This is effective April 1, 2020 and will stay in effect until deemed safe to return to the original process. Desk Monitoring will remain as originally defined.**