**CSBG CARES Monitoring Plan *11/6/2020***

CSBG CARES Monitoring Plan (per accepted state plan): Each agency will receive desk monitoring monthly and quarterly during 2020 and 2021 with an onsite comprehensive review in 2022 (if pandemic allows travel). The monitoring approach was designed to conduct monitoring activities during and throughout program implementation with the goal of identifying and preventing later findings or disallowances. In all types of monitoring, technical assistance will be offered with the focus on strengthening the agency’s processes.

* **Conduct Monthly desk monitoring of financial information in 2020 & 2021** to ensure funds are tracked separately, review of randomly selected expenditures to ensure accountability and allowability, a review of program activities to validate activities are COVID related and in alignment with eligible entities’ community needs assessment and Community Action Plan.
* If issues are identified in the monthly reviews, an email will be issued to the agency’s Executive Director (from Paula with Cc to Marshall) to resolve the issue.
* If the issue is serious or systemic and cannot be resolved through email correspondence, a letter will be sent to the agency with the problem and required corrective action(s) needed within 30 days. Technical assistance will also be provided. The agency will have 30 days to respond stating the corrective action that has been taken. Follow-up reviews will be conducted to ensure issues have been resolved.
* If no issues are identified, no communication will be sent to the agency.
* **Conduct Quarterly desk monitoring of program activities and outcomes, client eligibility and CAPTAIN tracking (COVID fund category) in 2020 & 2021** to validate activities are COVID related and in alignment with eligible entities’ community needs assessment and Community Action Plan.
* If issues are identified in the quarterly reviews, an email will be issued to the agency’s Executive Director (from Paula with Cc to Marshall) to resolve the issue.
* If the issue is serious or systemic and cannot be resolved through email correspondence, a letter will be sent to the agency with the problem and required corrective action(s) needed within 30 days. Technical assistance will also be provided. The agency will have 30 days to respond stating the corrective action that has been taken. Follow-up reviews will be conducted to ensure issues have been resolved.
* All CAAs will received a quarterly dashboard via email to the CAA’s Executive Director, even if no issues are identified.
* The quarterly dashboard and validation of fiscal supporting documentation will be uploaded into OKGrants using the *ODOC Only upload link* of the monitoring report associated with the contract.
* **Conduct on-site Comprehensive Review in FY2022** to review client eligibility and over-all contractual compliance.
* Onsite reviews will be scheduled with an approximate 60-day notice to the agency.
* A monitoring report will be issued within 30-days of the completion of the review.
* If findings are identified in the comprehensive monitoring review, a description of the findings and the required corrective action(s) will be outlined in the monitoring report. Technical assistance will also be provided. The agency will have 30 days to respond stating the corrective action that has been taken. Follow-up reviews will be conducted to ensure issues have been resolved.
* The comprehensive monitoring tool and the monitoring report will be uploaded into OKGrants using the *ODOC Only upload link* of the monitoring report associated with the contract.