

# PROJECT MONITORING FORM

PROJECT NAME/NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

REVIEW COMPLETED BY:  
 GRANT PROJECT DIRECTOR \_\_\_\_\_ UHSO PROGRAM MANAGER \_\_\_\_\_  
 (Signature) (Signature)

REVIEW COMPLETED: \_\_\_\_\_ ON-SITE \_\_\_\_\_ BY PHONE \_\_\_\_\_ DESK REVIEW \_\_\_\_\_ MONTH SELECTED FOR COMPLETE REVIEW: \_\_\_\_\_

UHSO PROJECT FILE REVIEW	YES	NO	N/A	COMMENTS
- Approved project application?				
- Project adjustments?				
- Cost reports?				
- Invoices/receipts?				
- Program reports? <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly				
- Equipment form completed?				
SUB-GRANTEE PROJECT FILE REVIEW	YES	NO	N/A	COMMENTS
- Approved project application?				
- Project adjustments?				
- Cost reports				
- Program Reports? <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly				
- Invoices/receipts				
- Authorizing agency's release of funds?				
SUB-GRANTEE TIME/ATTENDANCE RECORDS REVIEW	YES	NO	N/A	COMMENTS
Are salaries/wages supported by time/attendance records?				
Are time/attendance records:				
- signed by the employee?				
- approved by the employee's supervisor?				
- reflective of total daily hours worked for the pay period?				
- reflective of daily hours charged to project?				
- reflective of any leave taken?				
Do time sheets show time in and out on enforcement shift?				
Do records document time and location of enforcement?				
Is there any evidence of supplanting				



**RECOMMENDATIONS**