

ANNUAL MONITORING PLAN

Instructions for Completing the Annual Monitoring Plan

Purpose of the Annual Monitoring Plan

The Annual Monitoring Plan will assist MDHHS administrations in developing a plan to monitor their grantees. The Annual Monitoring Plan template provides you with a format to devise a plan for allocating your monitoring resources based on the results of your Grantee Monitoring Risk Assessment.

Annual Monitoring Plan Worksheet

- 1) The Annual Monitoring Plan is an Excel worksheet, and is provided as an option to assist in fulfilling the requirement to prepare an annual monitoring plan. You may, at your discretion, use a format other than this template. If you choose an alternate format, it is highly advised that it contain the same information that is included in the Annual Monitoring Plan template.
- 2) The worksheet contains 15 columns to be completed for each grantee.
- 3) Columns A & B must be populated with the following basic information:
 - A. Grant Award Number
 - B. Grantee Name
- 4) Column C should be populated with the corresponding risk assessment score from the risk assessment worksheet for each grantee.
- 5) Columns D-O are where you will enter the amount of time and the number of actions you plan to spend on each monitoring activity for each grantee.
 - A. Fiscal Monitoring (Columns D-G)

Fiscal Monitoring is any set of activities designed to determine grantee compliance with fiscal requirements. These activities can be performed either at the Grantee's place of business (At Grantee's Office); or performed at a place other than the Grantee's place of business (Not At Grantee's Office).
 - B. Programmatic Monitoring (Columns H-K)

Programmatic Monitoring is any set of activities designed to determine grantee compliance with program requirements. These activities can be performed either at the Grantee's place of business (At Grantee's Office); or performed at a place other than the Grantee's place of business (Not at Grantee's Office).
 - C. Pre-Award Monitoring (Columns L-M)

Pre-award monitoring is intended to capture the functions involved in the development and awarding of a grant award to a grantee. Activities used to verify the fitness of the grantee during the selection process should be documented here.

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D. Technical Assistance (Columns N-O)

Technical assistance is any type of assistance provided by MDDHS employees to assist the grantee in compliance with grant award requirements. It may be in person, by telephone, or face to face; it can be written, oral, formal or informal.

E. Actions (Columns D, F, H, J, L, N)

Actions are defined as planned activities or functions to be performed to determine grantee compliance. The activities to be performed for each grantee will be specifically identified in the monitoring plan. Minimum required monitoring elements, and additional monitoring based on the level of identified risk for each grantee must be included in the Actions columns.

F. Hours (Columns E, G, I, K, M, O)

Hours are defined as the estimated amount of time you expect to spend on each related activity. This is estimated time. If you have no history to base your estimate, use some type of quantified method to make your estimation.