

Site Visit Preparation Checklist

Site visits are required every other year unless otherwise needed. A monitor or manager may make more frequent site visits. During the site visit your monitor will discuss grant management. Including fiscal reporting, expenditures, personnel, special conditions, timekeeping, subcontractors, etc. Another part of the site visit is a discussion of programmatic aspects of your grant, including your goals and objectives from your grant agreement and program reports.

The monitor is also there to provide technical assistance on any grant related item. Being prepared for the site visit will ensure that the process goes efficiently and effectively. Use the below list to ensure you are ready for your site visit.

If there are items in the list below that you are not currently utilizing please start implementation. Including: meeting minutes, sign-ins, and agendas as well as training sign-ins and event outreach materials.

CHECKLIST		
<input type="checkbox"/>	Timesheet(s)	At least 1 example of a timesheet signed by a supervisor is required for each granted funded staff member. This includes both personnel and contractual.
<input type="checkbox"/>	Personal Activity Reports (PARs)	At least 1 example of a PAR signed by a supervisor is required for each granted funded staff member whose time is LESS than 100% IFVCC grant funded. This includes both personnel and contractual. ***Note: Timesheets and PARs can be recorded on the same document as long as all requirements are met.
<input type="checkbox"/>	Daily Log Examples (If Applicable)	If you keep track of your daily activity via a log, list etc. We would like to have an example of this for your file.
<input type="checkbox"/>	Meeting Agendas	We need to see examples of meeting agendas from the current grant period. We need to see that agendas are being utilized and example topics being covered.
<input type="checkbox"/>	Meeting Minutes	We need to see examples of meeting minutes or notes. They do not have to be traditional minutes but something that is kept and sent out to meeting participants for their reference.
<input type="checkbox"/>	Meeting Sign-Ins	We need to see examples of meeting sign-ins. You should provide records of who was in attendance of the meeting for recordkeeping.
<input type="checkbox"/>	Flyers or Event Advertisements	Any materials such as flyers that you have used to promote community events or trainings we would like to see. Again, we don't need to see everything but a few examples. This is your chance to gloat about your program!
<input type="checkbox"/>	Training Sign-ins	We need to see examples of your training sign-ins. You should provide records of who was in attendance of the training for recordkeeping.
<input type="checkbox"/>	Other Items	We may also ask to see receipts, payroll logs, fiscal records, policies, etc. If there are other tools or materials you use to track program activity we would like to see them and save them for your file. If you have a method that really works please share this with us as we can share it with the other grantees.

***Note: There will not be surprise site visits. They are scheduled in advance and you will receive a confirmation letter with additional pertinent information.