**Section 974.160 Grant Monitoring**

a) Grants will be monitored throughout the grant period. Components in the monitoring process include, but are not limited to, the grant agreement; grantee financial reports; grantee progress reports; invoices and requests for reimbursement; and correspondence, e-mails and telephone calls concerning the grant.

b) The grantee shall cooperate with the Department's efforts to monitor and verify the grantee's compliance with applicable law and the grant agreement, including providing supporting documentation.

c) Grantees shall maintain the processes necessary to monitor their compliance, take appropriate action to meet the stated objectives, and notify the Department of any breaches of the grant agreement, problems or concerns.

d) Grantees shall be subject to on-site visits by the Department during normal business hours. Grantees shall provide, upon request, copies of all documents concerning the expenditure of grant funds.

e) Grantees are responsible for holding any subgrantee to the standards required in the grant agreement.

f) The Department will relay any questions and concerns regarding management of grant funds to the grantee in writing. The grantee will be requested to respond in writing, addressing the concerns. If the Department's concerns are not satisfied, a financial review or audit will be conducted.

g) If the Department finds evidence of financial mismanagement, depending on the severity of the situation, the amount of money involved, and the grantee's response to the situation, the Department will either place the grantee on a corrective action plan and hold subsequent invoices until the issue is resolved, or terminate the grant.