Instructions: Subrecipients of OCJP grant funds are required to have a process for monitoring grant subcontracts. This form contains the minimum requirements for monitoring and must be completed **within 6 months of the subcontract start date** and **then again semi-annually for multi-year Professional Service Subcontracts.** Monitoring should take place more often if changes are made to the terms of the grant or grant paid staff. Completed forms should be retained in the grant file and available for inspection by OCJP staff.

**OCJP Subrecipient:** **SubContractor:**

**Date Subcontract was authorized by OCJP:**

**PERSONNEL**

**Grant Funded Position(s):**

**Qualifications, if any, required:**

**Qualifications met: Yes** **[ ]  No** **[ ]  Comments:**

**Background check**

**Date Completed:** **Type of record check completed:**

**PROGRAM COMPLIANCE**

**Proof of Title VI information provided to staff and clients/ service beneficiaries:** **[ ]**

**Comptroller’s Fraud Waste and Abuse Hotline Poster is Present:** **[ ]**

**Equipment purchased with grant funds is listed on an equipment log (which will subsequently be on the OCJP Equipment Summary Report) and being used by project staff:** **[ ]  Comments:**

**Verify compliance with the terms of the subcontract.** **[ ]  (Describe what was checked.)**

**REPORTING**

**Describe the frequency of reporting:**

**Describe how report data is verified:**

**INVOICING**

**Describe supporting documentation (in addition to invoice) received in order to make payments to the subcontractor:**

**Describe the frequency of invoicing:**

**Additional comments:**

**Name of person(s) Monitoring the above:**

**Date the above was monitored:**

**Signature(s) of Monitor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**