



NOAA  
**CORAL REEF**  
CONSERVATION PROGRAM

## Monitoring and Site Visits

### What is the Purpose of Monitoring and Site Visits?

The purpose of project monitoring is to ensure that the terms and conditions of awards are met, adequate progress is being made toward achieving project goals, objectives, and planned outcomes, and the federal funds are expended in a timely manner. Project monitoring shall be the joint responsibility of the Grants Officer (GO), Federal Program Officer (FPO), award recipient, and/or their designees.

### What are the goals of a site visit? Why is NOAA requesting a site visit?

While specific goals of the site visit may vary between programs and regions, the site visit is to determine whether a project is being executed according to its work plan and/or is on schedule, enhance better understanding of information provided in written performance and financial reports, and provide a chance to learn about the facilities, equipment, and staffing capabilities of the recipient. The site visit can also increase understanding between the grantee the GO, FPO and/or the Technical Monitor about general grant agreement requirements, so it's important to use this opportunity to ask questions.

### What should I prepare for a site visit?

As a recipient, you should have ample documentation on your project, so you may want to take the time to remind yourself where they are prior to the site visit. You should not be creating any new documents for the site visit. Evidence of project performance and supplemental documentation will be reviewed and observed during the visit. This is the time for you to show off your accomplishments and point out your challenges. The GO and the FPO are there to help you keep your project on task.

Information and documents relating to the following items should be readily available for the site visit to allow the Federal Grants Officer and the Program Officer to evaluate the following:

- Financial status of the grant funds.
- Position descriptions and placement of funded grant personnel.
- Procurement procedures and how they have been implemented to date.
- Property and equipment purchased (i.e. what has been purchased and where it is being used).
- Successful implementation of the project in relation to the program.

### For More information on Monitoring and Site Visits

2 CFR, Chapter 2, PART 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

[Section §200. 328 - Monitoring and Reporting Program Performance](#)

[Section §200. 329 - §200. 332 - Subrecipient Monitoring and Management](#)