

University of Hawai'i

Subrecipient Monitoring Guide

Instructions: Based upon the risk level designated in your subaward notice, please perform all required and any recommended monitoring procedures to ensure that the subawards are being used for their intended purpose and that performance goals are being achieved.

RISK LEVEL	MONITORING PROCEDURES FOR PROJECTS
Required for All Subawards	<p>(1) Prior to payment of a subrecipient invoice, review performance and financial reports / information to ensure that payments are reasonable in relation to performance.</p> <p>(2) Follow-up and ensure that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the subaward. Deficiencies can be identified through on-site reviews, audits and other means.</p> <p>(3) Participate in "during the award monitoring" reviews if selected by ORS. PI / FA will be notified if selected.</p>
Recommended Additional Monitoring for Moderate Risk	<p>(1) Obtain and review <u>quarterly</u> financial and programmatic reports, prior to reimbursement.</p>
Recommended Additional Monitoring for High Risk	<p>(1) Obtain and review <u>monthly</u> financial and programmatic reports, prior to reimbursement.</p>

USEFUL MONITORING TOOLS APPLICABLE TO ANY RISK LEVEL
<p>(1) Provide subrecipients with training and technical assistance on program-related matters.</p> <p>(2) Perform on-site reviews of the subrecipient's program operations.</p>