



DEPARTMENT OF
ADMINISTRATIVE
SERVICES

Coronavirus State Fiscal Recovery Fund (CSFRF) Monitoring Interview

Recipient:

Date:

DAS Analyst:

Staff present:

Project	Yes	No	N/A	Comments
Brief description of projects				
What is the project status – any problems, concerns, or obstacles?				
Anticipate meeting projected completion date? Are there any potential risks and any mitigation strategies to those risks?				
Working in collaboration with other partners? Names?				
General administration - Internal Controls	Yes	No	N/A	Comments
Any substantial changes including changes in key personnel?				
Describe how the organization evaluates and monitors (whether formal or informal) compliance with regulations and the terms and conditions of the award.				
Are staff generally familiar with the Federal regulations, program guidelines and terms of the award? Can DAS provide any technical assistance?				
Are there current or previously filed lawsuits active or pending?				
Outstanding judgments?				
Procurement & Contracts	Yes	No	N/A	Comments
<i>Using the asset list provided for monitoring.</i> Please describe the method of procurement?				
Review process?				

Any dispositions?				
Any disclosed conflict of interest?				
Describe property control system/inventory reconciliation/recordkeeping.				
Has anything been purchased on behalf of another party? If yes how was the property transferred? What was the justification?				
Subrecipients? If yes, please describe the monitoring process.				
Contracts? If yes, please describe the process for monitoring performance.				
Financial Management	Yes	No	N/A	Comments
Describe the process for determining the allowability of costs.				
Describe the method for allocating administrative costs (NICR, De minimis, direct).				
Describe how the grant is identified and tracked in the accounting system.				
Describe the process for how expenditures are authorized/approved. Are multiple signatures required for payments?				
Describe measures taken to segregate key financial responsibilities.				
Single Audit required? Are CSFRF funds allocated to pay for an audit?				
How often is budget to actuals reviewed?				
Employee Compensation	Yes	No	N/A	Comments
Describe how time is charged to the grant (if applicable)				
Describe the review process for payroll and timesheets. Both management and staff (if applicable).				