

Step-by-Step Monitoring Process for Grantees

Step 1: Initial Notification of Monitoring

- **Action:** The monitoring process begins with the *Announcement Letter*, which is sent to the grantee.
- **Purpose:** The announcement letter informs the grantee that the federal and state monitoring team will be conducting a review.

Step 2: Pre-Monitoring Coordination

- **Action:** ISBE monitor will reach out to the grantee to coordinate the logistics of the monitoring visit.
- **Purpose:** This coordination helps schedule the visit and clarify any preparatory information that is needed.

Step 3: Fieldwork/Onsite Monitoring

- **Action:** ISBE monitor will conduct fieldwork, which may include site visits, record reviews, and verification of compliance with grant conditions.
- **Purpose:** To assess the grantee's program implementation, compliance with federal/state requirements, and financial management compliance.

Step 4: Exit conference/Preliminary Exceptions Disclosure Meeting (PEDM)

- **Action:** After fieldwork, an *Exit Conference* will be held to discuss the findings, preliminary results, and any areas of concern.
- **Purpose:** To give the grantee an opportunity to discuss findings and to provide additional clarification if needed.

Step 5: Report Preparation (peer review start process)

- **Action:** After the exit conference, the peer review team will prepare a formal *Monitoring Report*, which will include:
 - The findings from the review.
 - Any recommendations for improvement.
 - Identified corrective actions (if applicable).
 - Suggested timelines for resolution.

Step 6: Corrective Action Plan (CAP)

- **Action:** If there are findings or recommendations that require corrective actions, the grantee will be asked to submit a *Corrective Action Plan (CAP)*.
- **Purpose:** The CAP outlines how the grantee plans to resolve any issues identified during the monitoring visit and the timeline for resolution.

Step 7: Post-Monitoring Follow-Up

- **Action:** After the CAP has been submitted, the peer review team will assess whether the corrective actions have been successfully implemented.
- **Purpose:** To verify that the grantee has followed through on the CAP and resolved any issues or deficiencies.

Step 8: Final Report and Resolution

- **Action:** Once the CAP has been resolved, the peer review team will issue a *Closing Letter* that confirms the resolution of findings and closes the monitoring process.
- **Purpose:** To formally conclude the monitoring process once all corrective actions have been addressed and any required documentation has been submitted.