

## **100730 Monitoring and Periodic Evaluation**

### **(a)**

Grantee's Responsibilities. Grantees shall constantly monitor their performance under grant supported activities to assure that time schedules are being met, projected work units by time periods are being accomplished, and other performance goals are being achieved. This review shall be made for each program, function, or activity of each grant as set forth in the approved grant agreement. (1) Each grantee shall prepare a quarterly program progress report on the form designated by the Department. Each report shall be submitted to the Department no later than thirty calendar days following the subject quarter. (2) The performance report for each goal shall include, but not be limited to the following: (A) Description of actual accomplishments compared to the objective established for the reporting period. The result of activities should be quantified wherever possible. (B) Reasons why established objectives were not met. (C) Other information as appropriate.

### **(1)**

Each grantee shall prepare a quarterly program progress report on the form designated by the Department. Each report shall be submitted to the Department no later than thirty calendar days following the subject quarter.

### **(2)**

The performance report for each goal shall include, but not be limited to the following:

(A) Description of actual accomplishments compared to the objective established for the reporting period. The result of activities should be quantified wherever possible. (B) Reasons why established objectives were not met. (C) Other information as appropriate.

**(A)**

Description of actual accomplishments compared to the objective established for the reporting period. The result of activities should be quantified wherever possible.

**(B)**

Reasons why established objectives were not met.

**(C)**

Other information as appropriate.

**(b)**

DEO shall monitor and evaluate the performance of functions, projects and activities supported by CSBG funds frequently enough to ensure that these grant supported activities are accomplished as set forth in the statement of grant action and that CSBG funds are properly disbursed.