The mission of the Colorado Automobile Theft Prevention Authority (CATPA) is *to assist in the deterrence and reduction of motor vehicle theft and insurance fraud thorough a statewide cooperative effort of generating funds to support law enforcement, prosecution and public awareness through a partnership*

It is the responsibility of the CATPA Board and staff to ensure grantees meet the intent of the mission, as well as, the requirements of state statutes that authorizes CATPA. As part of that, CATPA staff is charged with conducting periodic onsite monitoring reviews.

This guide is designed to meet state monitoring guidelines with the goal of collecting sufficient data to:
- Review CATPA grantee activities for compliance with applicable grant agreement provisions,
- Analyze processes and procedures related to delivery of services within the partnership area; and
- Determine programmatic and financial effectiveness and efficiencies of the grant program.

The goal of monitoring grantees is to ensure alignment with applicable statutes for the CATPA program. Below are specific areas of interest of this monitoring, however, please note this is not an exhaustive list:

- Grant Project Administration. Engage in a process of meaningful conversation, demonstration and discovery of administrative controls employed with the grant project. These controls may include written policies, procedures, protocols, agreements, equipment inventory/control, work-flow processes, work-load capacities and performance of risk assessments. Specific attention may be given to the development or implementation of best practices, promising practices and efficient performance measurements for
- Grant Project Programmatic Effectiveness. Participate in dialogue with personnel and reviewing programmatic documentation that illustrates the impact on auto theft within the partner area. This may include reviewing reporting requirements, determining cost effectiveness, investment return values, auto theft trends/patterns, and partnership strengths/challenges within the project area.
- Grant Project Financial Stewardship. Analyze the financial efforts and processes of the grant project, to include budgetary allowances, documentation of costs, detailed expenditures, and supporting records for reimbursement requests. This may include identifying expenditures and/or reimbursements that may be "disallowed" by the provision of the grant project and navigating a course for correction.
- Assistance and Support. Upon identifying challenges or areas for improvement, work cooperatively to determine alternatives to provide assistance and support for successfully project administration, financial stewardship and programmatic effectiveness. This may include identifying the need for training, education, skill enhancement or performance improvement planning. This may also provide guidance to ensure continuation of strong practices and corrections of any findings, a framework and/or protocol for

CATPA staff will be as non-invasive as possible throughout the visit; however we will need access to documents, equipment and personnel involved with the project's performance. We will provide ample notice of our visit to allow you to organize and prepare for the visit.

Planned Steps for CATPA Grant Monitoring Visit:

1. Coordination with the Project Director. The CATPA Grant Manager will contact the Grant Project Director, (via email, phone or in-person), to make tentative arrangements for a visit. During these discussions, a tentative date will be set for the visit, along with a request for specific documentation to be

2. Letter of Notification. The CATPA Office will deliver a *Letter of Notification* thirty (30) days prior to the date of the onsite visit, which may include a request for specific documentation to be delivered prior to the visit. The letter will also provide detail on what grant cycle(s) will be reviewed and provide a list of materials and equipment that should be made available. Please note that the requested documents, equipment, etc. are only a sample and the Grant Manager may request further items or information during

3. Monitoring Checklist. The Project Director will be provided a copy of the *On-Site Monitoring Checklist* prior to the visit. This checklist is an administrative review that is performed prior to the on-site visit by the Grant Manager to identify areas of concern for the on-site visit.

4. Entrance Meeting. The CATPA Grant Manager will meet with Project Director and others selected by the grantee and/or requested by the CATPA Grant Manager, to discuss the goals and process of the monitoring visit and to review any pre-visit documentation.

5. Interviews. The CATPA staff will interview, the Project Director, Fiscal Officer, Detectives, Board Members and/or sub-recipients. The CATPA staff may ask to speak to other involved persons during the process of the visit, based on findings in order to clarify any questions. At any point during the visit, the CATPA staff may ask to meet with the individuals that are funded or partially funded by the grant.

6. Review programmatic goals and objectives. The CATPA Grant manager will review programmatic progress to ensure the project is on track to meet listed goals and objectives, including status of Special

7. Review of policies and procedures of each task force (if applicable). The CATPA Grant Manager will review policies and procedures provided by task forces prior to visit. The CATPA Grant Manager may take time during the interview to follow up on any questions or concerns regarding the policies/procedures.

8. Review of equipment. The CATPA Grant Manager may require physical inspection and viewing of all equipment purchased with CATPA funds. If equipment is anticipated to be a part of the visit, the CATPA Grant Manager will provide advance notice of the need for inspection and viewing to the Project Director

9. Review of CATPA grant files. The CATPA Grant Manager will review all grant files applicable to the CATPA grant, kept by the Fiscal Agent. This may include and is not limited to: financial records, accounting system records, time sheets, payroll records, case management systems, and grant management files.

10. Exit Meeting. On the final day of the monitoring visit, the CATPA Grant Manager will conduct a brief meeting to ask any final questions, obtain final documents, and provide the grantee with next steps.

11. Site Visit Report/Follow up: Within 30 days of the monitoring visit, the CATPA Grant Manager will provide a written report of any findings or acknowledgements. This report will be shared with the CATPA Board and Director prior to being sent to the Grantee. The Grantee will then have 30 days to respond to the findings of the report and provide a written response addressed to the CATPA Board of their approval or

If there are findings, the Grantee may be required to provide follow up narrative and/or back up documentation to resolve the finding. The CATPA Board and staff will review the follow up information and provide approval. If there are several findings, the Board may recommend that the Grantee be placed on a performance improvement plan. CATPA staff will work with the Grantee to determine the plan and monitor

If there are no findings, the Grantee will sign and accept the report where the report shall then be filed within the CATPA office and made available during any state audit or open record request.