



Project Information	
Grantee:	Grant Number:
Project Title:	
Monitoring Site Visit Date:	Evaluation Date:
Project Director:	Fiscal Agent:
CATPA Staff:	

Evaluation	
<i>A = Acceptable N/I = Needs Improvement N/A = Not Applicable N/R = Not Reviewed</i>	
Section 1. Financial Evaluation	
	Grantee maintains an organized grant file including the Grant Agreement, amendments, budget modifications, letters, reimbursement requests, receipts, invoices, vendor agreements, etc.
	Financial tracking is in place to manage budgets and expenditures.
	Fiscal Agent has a current audit or financial review on file consistent with law, rules or policy.
	Grantee reimbursement request dated:
	Payroll reimbursement exemplar(s) validated by corresponding time of auto theft activity, time record documentation, and payroll records reviewed and approved by the Project Director.
	Financial policies and procedures provide internal expenditure and approval controls.
Comments:	

Section 2. Administrative Evaluation	
	Policies, procedures, protocols and/or plans are in place to control activities of the project.
	Written interagency agreements are active and up-to-date with participating agencies.
	Partnering and participating agencies demonstrate coordination across funded project area.
	Project has work-flow processes and work-load capacities established to manage resources.
	Project has established processes, procedures or protocols to defer non-auto theft work.
	Project has updated equipment inventory and can validate the use of equipment for auto theft.
Comments:	

Section 3. Programmatic Evaluation	
	Grantee completes reporting requirements consistent with the Special Conditions of the project.
	Methodologies are in place to track progress with the Project's goals, objectives and performance measurements.
	Grantee uses data to evaluate or adjust progress and outcomes.
	Grantee evaluates the programmatic effectiveness through processes of cost effectiveness, investment return, qualitative and/or quantitative feedback instruments.
	Grantee uses baseline data to support monthly, quarterly or semi-annual reports.
Comments:	

Section 4. Overall Evaluation	
	Grantee has met conditions as listed in the grant agreement.
Comments:	

CATPA Grant Manager	Project Director's Acknowledgement
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____