

**Ohio Department of Public Safety**  
**OCJS—Grants Monitoring and Fiscal Compliance Section**  
**Fiscal Compliance Review Checklist**

Grant: \_\_\_\_\_

*Preparation Before Visit*

- Schedule on-site visit
- Send confirmation letter
- Review grant file for information
- Make copies from grant file for monitoring file (See \* items in next section)
- Review A-133 audit and management letter
- Complete as much information as possible on on-site testing forms
- Review grants management system (control log & reports)

*Audit / Review File – Contents Order*

- Recommendations Letter
- Confirmation Letter
- On-Site Monitoring Form
- On-Site Testing Forms
- Copies Made During Visit (if any)
  - Pay-Ins
  - Contracts
  - Ledgers
  - Timesheets
  - Equipment Lists
  - Invoices
- State of Ohio Commitment \*
- Subgrant Application Title Page \*
- Subgrant Award Agreement \*
- Subgrant Adjustment Notice (if any) \*
- Budget Application \*
- Subgrant Closeout Notice \*
- Quarterly Subgrant Report (most recent or pertinent) \*
- Equipment Inventory (if any) \*

*Copies to Place in Grant File (give to grants monitoring director)*

- Recommendations Letter
- Confirmation Letter
- On-Site Monitoring Form
- On-Site Testing Forms