



## ARRA-Funded CRA Project Monitoring Trip Plan

### **Pre-on-site Preparation:**

- Obtain a copy of the contract funding modification to identify date that funding was provided to the center.
- Review a copy of the Statement of Work for each funded project.
- Review any monthly reports submitted to the Regional Office to identify reported project status.
- Review reports from the prime contractor on [www.federalreporting.gov](http://www.federalreporting.gov) to determine timeliness and completeness of reports. Print out the most recent report for use on center.
- Review reports from the subcontractor on [www.federalreporting.gov](http://www.federalreporting.gov) to determine timeliness and completeness of reports. Print out the most recent report for use on center.
- Schedule interviews with center construction project manager, finance manager or purchasing agent, and subcontractor representative, if possible.

### **On-site Monitoring Activities:**

#### Management Interview:

- Interview the Center Director or Administrative Manager to determine:
  - Which staff member is responsible for collection and reporting of required ARRA data on [www.federalreporting.gov](http://www.federalreporting.gov)?
  - What role the corporate office has had in oversight, technical assistance, and management of the ARRA-funded CRA projects?
  - What challenges or problems has the center encountered in implementing the ARRA-funded CRA projects?

#### Finance Manager or Purchasing Agent Interview:

- Interview the finance manager or purchasing agent to determine the process used to award the subcontract(s) and to determine the extent to which:
  - The subcontract awarded expeditiously? How long after receipt of funds was the procurement action started? Completed?
  - A fixed-price contract was issued?
  - Competition was used to solicit bids?
- Review the procurement file to determine if:
  - Procurement action was widely advertised?
  - The advertisement clearly described the scope of work?

- The advertisement was clearly marked as an ARRA procurement?
- Competition was received? 3 or more bids received? Bids documented?
- Award was made to the low bidder? If not, was the rationale for selection documented?
- ARRA flow-down clauses are included in the subcontract?
- File documents the date of award? Date of Notice to Proceed?
- Purpose for any contract modifications documented?
- Amount of the award? How the amount of the award compares to the amount of funding received? Action taken to resolve discrepancies?

Construction Project Manager Interview:

- Interview the construction project manager or facilities manager to determine project status and the extent to which:
  - The project is progressing on schedule?
  - The quality of the work is satisfactory?
  - Type of records maintained by the construction project manager?
  - Projected completion date of the work?

Subcontractor Interview:

- Interview the subcontractor to determine project status and the extent to which:
  - The subcontractor is aware that the project is ARRA funded?
  - The subcontractor is aware of his/her responsibilities for reporting to [www.federalreporting.gov](http://www.federalreporting.gov)?
  - The subcontractor's business status?
  - How the firm became aware of the subcontract opportunity?
  - The subcontractor's assessment of the project's status?

Observe the Project Worksite:

- Conduct a walk-through of the project worksite with the center construction project manager and subcontractor representative (if possible) to determine the extent to which:
  - Project progress appears to match reported progress?
  - Quality of work appears to be satisfactory?
  - Work appears consistent with the Scope of Work for the project (no additional features/ projects have been added)?