

Project ID #:	
Center:	Date:



## ARRA PROJECT MONITORING TOOL (CTST, Laptops, Fleet, Green Projects, Green Training)

	NO	YES	N/A
1. Has the National Office FOP'd the funds to the region?	[ ]	[ ]	[ ]
2. Does the amount FOP'd match the amount identified in the "Stimulus List"?	[ ]	[ ]	[ ]
3. Does the FOP identify the specific project?	[ ]	[ ]	[ ]
4. Has the Regional Office issued a contract modification to the center operator?	[ ]	[ ]	[ ]
5. Does the modification specifically identify the projects(s)?	[ ]	[ ]	[ ]
6. Does the amount of the modification match the amount of the FOP?	[ ]	[ ]	[ ]
7. Does the center have a complete and prepared statement of work (SOW) for getting bids?	[ ]	[ ]	[ ]
8. Did the center purchase off of GSA schedule?	[ ]	[ ]	[ ]
9. Has the center requested bids or identified an 8(a) contractor?	[ ]	[ ]	[ ]
10. Are the bids responsive and responsible?	[ ]	[ ]	[ ]
11. Does what is included in the contractor bid match the statement of work (SOW) for the project?	[ ]	[ ]	[ ]
12. Is the award amount the same as the amount funded? If the award amount is less than, or more than, indicate below Funded_\$_____Award_\$_____	[ ]	[ ]	[ ]
13. If new equipment or vehicles are purchased or received from the National Office, is it recorded properly in EPMS?	[ ]	[ ]	[ ]
14. If new equipment or vehicles are purchased or received, was the old equipment disposed of properly and recorded in EPMS or AUTOS?	[ ]	[ ]	[ ]
15. Can all of the equipment and vehicles purchased or received by the center be identified and located in use at the center?	[ ]	[ ]	[ ]
16. Has the center updated the status of the <a href="http://www.recovery.gov">www.recovery.gov</a> Web site on a periodic basis (expectation whenever each project is complete or at least monthly for ongoing work)?	[ ]	[ ]	[ ]
17. Was the work performed in accordance with the statement of work (SOW) or project plan?	[ ]	[ ]	[ ]
18. Have surplus funds been identified?	[ ]	[ ]	[ ]
19. Has the National Office coordinated with the region/center to pull back unobligated funds or de-obligate funds (by Jan 2010)?	[ ]	[ ]	[ ]

<b>Notes or Comments:</b>

Attachment E

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Center:	Date:

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**Inspected By** \_\_\_\_\_

**Date:** \_\_\_\_\_