|  |  |  |  |
| --- | --- | --- | --- |
| **Status** | **Work Performed in This Status** | **Roles that are Responsible for the Work** | **Change to Next Status** |
| n/a |  | TDA Support Staff, SME OR Program Monitor (person creating MF must be assigned to Parent document) | - Click Initiate Related Document to create a new Monitoring Form |
| Monitoring Report In Process | * Risk Assessment * Selection of MF pages * Selection of Monitoring type (Interim, Primary, Final, Final Payments) * Establish Initial Request due date   Final MF may be started per Grant Recipient request to allow closeout processes – MF will sit in this status until the monitor is ready to conduct the review. | Assigned Program Monitor | Program Monitor – click *Send Monitoring Notice* |
| Monitoring Document Preparation | * Complete assigned Self-Monitoring forms * Upload required documents for assigned desk reviews | Consultant, Project Director | Authorized Official – click *Submit Monitoring Documentation* |
| Monitoring Report TDA Review | * Conduct monitoring review * Send messages to ask questions as needed. * Update drop downs to show progress for each required Monitoring element * Draft and Upload Monitoring Report Letter * Record Findings (Working Papers page) and any required resolution (CAP, disallowed costs, warning, etc.) * Upload relevant/clarifying documents only if intending to allow the Grant Recipient to view. * Upload Findings resolved letter | Assigned Program Monitor | Program Monitor –   * Click *Monitoring Follow Up Required* if the review cannot move forward without more information/documentation   Or   * Click *Monitoring Report Complete* if all review activities are completed |
| Monitoring Follow-Up Required | This status can be used to address an issue   * Provide corrected/complete documentation from initial review * Address findings * Upload CAP   OR  A change in the scope of Monitoring   * Upload final financial documents for payments after the initial monitoring response. * Upload or respond to new monitoring forms added to the MF (ex.   The MF can move between Follow-up Required and TDA Review as many times as needed. | Consultant, Project Director | Authorized Official – click *Submit Corrective Documentation* |
| Monitoring Report Complete | * No Action Needed – Program Monitors do not have save permission when the MF is Complete   If the MF is in this status and you discover a document that needs to be uploaded, save the file in the following folder. Use the following file name convention to help Support Staff identify the correct location to upload:  \\avp42\TBD\[CDBG\Document Routing\OTHER\TDA-GO Upload Assistance Requested](file:///\\avp42\TBD\CDBG\Document%20Routing\OTHER\TDA-GO%20Upload%20Assistance%20Requested)  [Grant Recipient Name] - [Grant-MON number] [name/label of field to upload]  EX. LA Coste - [CL7220239-MON-01](https://tda-go.intelligrants.com/DocumentFramework?sym=E7AE802C-9ABA-436C-9427-60E595888F5F&documentGUID=262f8190-c6b1-4e8d-9321-73b19905fdff) Correspondence Document (Line 2)  Graphical user interface, application, Teams  Description automatically generated |  |  |