



Homeland Security  
and Emergency Services

# Joint Monitoring Overview & Tips for Success

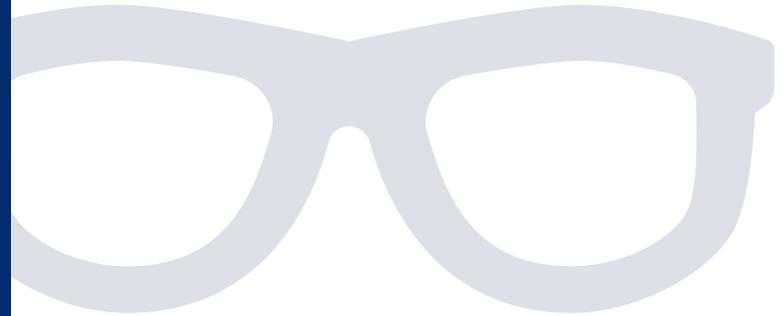
August 20, 2021

# Agenda

- **Overview of the Monitoring Process**
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  - Monitoring Objectives
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# Overview of the Monitoring Process



# Monitoring vs. Auditing

## Monitoring

Monitoring is an ongoing review of our subrecipients' projects and records throughout the performance period of the awards to ensure compliance with federal and State regulations and DHSES Contract.

## Auditing

Auditing is a periodic financial / programmatic review by an outside / independent body such as NYS Office of the State Comptroller and Office of the Inspector General to ensure compliance with federal and State guidelines.



# Monitoring Objectives

- Obtain a reasonable assurance that subrecipients are complying with grant program provisions and contract requirements.
- Inform subrecipients of fiscal and programmatic requirements.
- Help ensure timely expenditure of grant funds.
- Assess whether the project or programs are implemented as planned and/or whether they have achieved their objectives.
- Provide guidance and technical assistance to subrecipients.
- Assist subrecipients with external audits (NYS Office of the State Comptroller (OSC), Department of Homeland Security Office of the Inspector General (DHS OIG)).

# Types of Monitoring

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## **Initial:**

A visit, call, webinar, or group meeting with new subrecipient usually conducted within 60 days of the award of funds. During this visit, Grants Program Administration (GPA) staff review the contract, explain the reporting and fiscal compliance requirements and answer any questions that a subrecipient may have.

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## **Routine Monitoring:**

An on-site visit conducted on most open contracts and on a regular basis. During this visit, GPA staff review current status of the program's implementation, fiscal spending and reporting. Additionally, GPA staff examine documentation, inspect equipment and discuss other routine items.

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## **Desk Reviews:**

Monitoring conducted in between on-site monitoring visits to review the status of the program, fiscal spending, reporting and other routine items.



# Types of Monitoring Continued

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## **Requested Assistance:**

A site visit conducted to help subrecipient that has requested technical assistance with the grant. Generally made within 30 days of the request.

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## **Problematic or Follow-Up:**

A review with subrecipient scheduled when a problem is discovered or when there have been previous visits that resulted in the need for additional follow-up.

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## **Special Purpose:**

A visit used to document attendance at grant-funded related activities such as exercises, training events, conferences, etc.

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## **Closeout:**

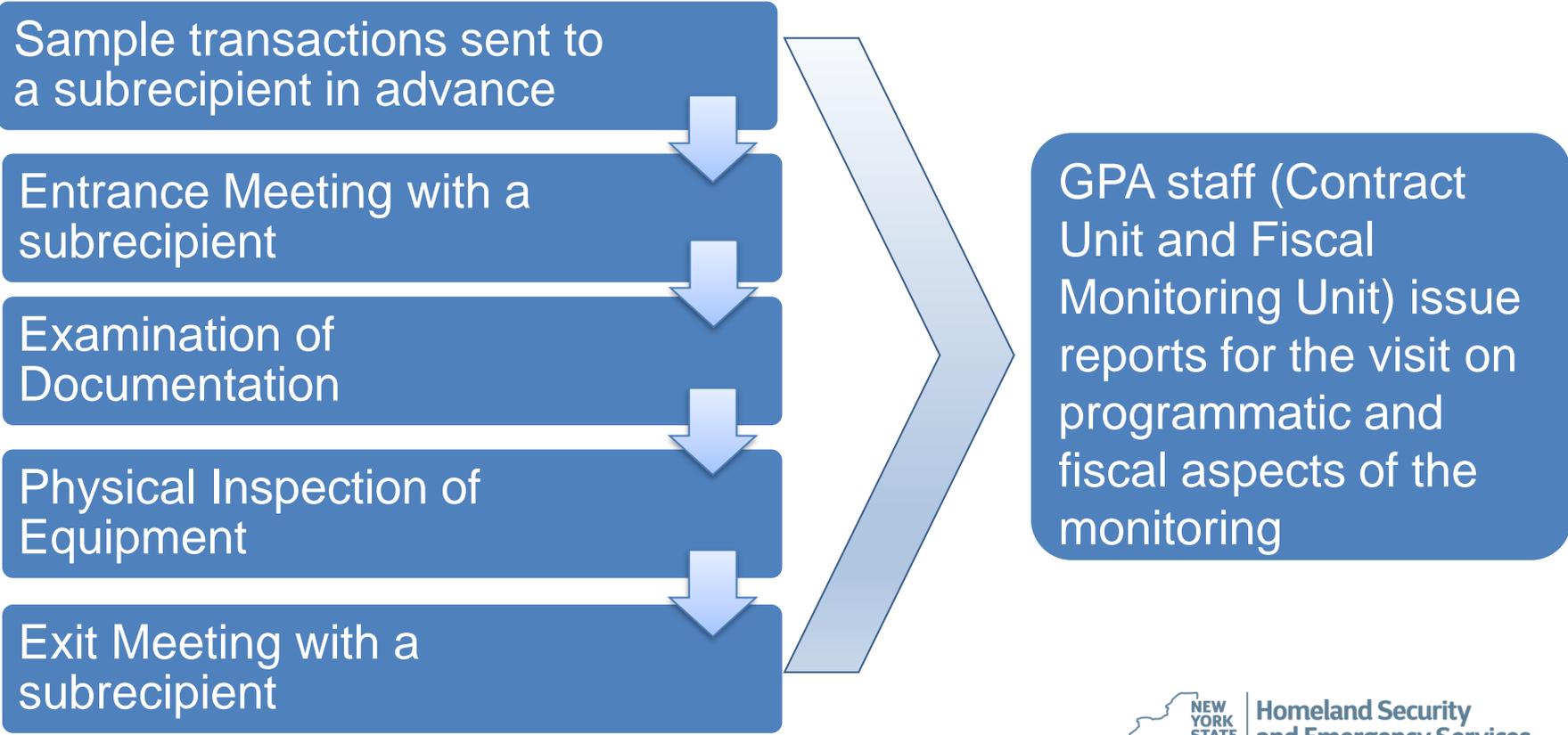
A visit to review and verify that all projects have been completed, equipment has been installed and operational, all required reports have been submitted, reimbursements have been received, and to resolve any outstanding issues.



# What Happens During a Review



# Overview of a Routine Monitoring Review Process



# Before the Visit

- Fiscal Monitoring Unit (FMU) contacts subrecipient as far in advance as possible to establish the date and time for a monitoring visit.
- FMU sends an email to subrecipient confirming the agreed upon start date, as well as the date and time of the Entrance Meeting.
- The email will also contain:
  - Selected sample of transactions to be reviewed;
  - Types of documentation (by budget category) for subrecipient to provide;
  - Internal Control Questionnaire and the Listing of Persons Performing Fiscal Functions for subrecipient to complete and return by specified date.

# Entrance Meeting

- Who should attend?
  - GPA's Contract Representatives and FMU Monitors;
  - Subrecipient's staff programmatically and fiscally responsible for grants.
- GPA will go over the review process & documentation already received.
- Subrecipient will submit any outstanding supporting documentation.
- GPA will review grant compliance policies, including fiscal and programmatic reporting.



# Entrance Meeting Continued

- GPA will review the following information on all open contracts:
  - Budget and workplans reviewed for any needed contract adjustments;
  - Review progress made on programs and projects, including the spend down of funds;
  - Gather successes and best practices;
  - Identify any issues.
- GPA may request a walkthrough and ask questions about grant processes.
- Subrecipient will coordinate equipment inspection with GPA.
- GPA will address any questions the subrecipient may have.



# Examination of Documentation

FMU will review documentation (in paper or electronic form) for sampled items by category:

- **Personal Services & Fringe Benefits:**

- Time and Attendance records – payroll registers, timecards, activity sheets.
- Proof of attendance at training – sign-in sheets / register, or any other authorized methods to show that individuals participated in training.
- Official directive / authorization to participate in activity, and if overtime is done written authorization to do overtime.
- Contractual Agreements for verification of Salary Rates and Benefits Payable.
- Disbursement information – cancelled checks / cleared EFTs.
- Personnel activity reports or Certifications (per federal guidelines).
- Rates for Fringe benefits Calculations (verification of fringe used and components of fringe).



# Examination of Documentation Continued

FMU will review documentation (in paper or electronic form) for sampled items by category:

- **Equipment, Consultants and Other Expenses:**

- Procurement procedures and files (competitive bid documentation) – notice of invitation to bid, copies of advertisements, bidders list, methodology to score bids (selection process), proposals from bidders, notice of selection of winning bid, record of phone quotes or written vendor quotes, contract, purchase orders, and cost/price analysis. For NYS OGS contract – OGS Award Notification, OGS vendor listing, and price list of the vendor selected.
- Consultant agreement and time and effort reports.
- Receiving or packing slips and invoices (to support date ordered/received on the DIF).
- Billing information and payments (invoices & copies of cancelled checks/cleared EFTs).
- Equipment Property record system report by grant.



# Equipment Records and Inspection

**SAMPLE TEMPLATE FOR EQUIPMENT/PROPERTY RECORDS**

**2 CFR Part 200 §200.33 Equipment** means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity (state, local government, Indian Tribe, institution of higher education (IHE), or nonprofit organization) for financial statement purposes, or \$5,000.

**2 CFR Part 200 §200.313(4)(d)(1)** requires that subrecipients maintain property records for equipment that includes: a description of the property, a serial number or other identification number, the source of funding for the property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

**Additionally, 2 CFR Part 200 §200.313(4)(d)(2)** requires a physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

**Definitions for Clarification Purposes:**

**Equipment** - tangible, personal property having a useful life of more than one year and an a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established or \$5,000. A subrecipient may use its own definition of equipment provided that such definition would at least include all equipment defined above.

- (1) Description of the Property.
- (2) Serial Number or Identification Number - can be unique inventory tag number assigned by your organization.
- (3) The Source of Funding for the Property - specify each funding source used to purchase equipment, including year. For example: SHSP 2016 or specify DHSES contract number.
- (4) Who Holds Title - ownership for example: County or specific implementing agency. Per the CFR, title to equipment acquired under a Federal award, will vest in the non-Federal entity.
- (5) Acquisition Date - typically the date the item is recorded as being received.
- (6) Cost of the Property - purchase price.
- (7) Percentage of Federal Participation in the Property - % paid from each specific funding source used to purchase the item. Examples: 80% SHSP / 20% SLETPP or 50% EMPG 2016/50% Local revenue
- (8) Location of Equipment.
- (9) Use and Condition of the Property - for example new, good, poor...
- (10) Disposition Data: date the property was disposed of or sold, sale price/proceeds from sale and any other relevant disposition information
- (11) Physical Inventory Completion Date - conduct a physical inventory and document at least once every two years.

Sample

**Sample copy can be obtained at:**  
<http://www.dhses.ny.gov/grants/fmu.cfm#resources>

(1) Description of the Property	(2) Serial Number or Identification Number	(3) Source of Funding for the Property	(4) Who Holds Title	(5) Acquisition Date	(6) Cost of the Property	(7) Percentage of Federal Participation in the Property	(8) Location of Equipment	(9) Use and Condition of the Property	(10) Disposition Data			(11) Physical Inventory Completion Date	Physical Inventory Completion Date				
									Date of Disposition	Sale Price of the Property, if applicable	Additional Disposition Information						



# Equipment Records and Inspection Continued

- GPA will check that a **physical inventory** of the property is taken, and the results reconciled with the property records at least once every two years.
- GPA will confirm that a **control system** is developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft needs to be reported to DHSES as soon as possible.
- GPA will examine whether **adequate maintenance procedures** are in place to keep the property in good condition.



# Exit Meeting

- On-site or virtual Exit Meeting will take place at the conclusion of the visit to summarize results, identify potential observations and to go over all issues encountered.
- GPA will address any concerns that a subrecipient may have.
- Subrecipient will have one week after the Exit Meeting to submit any outstanding documentation.
- GPA will strive to assist subrecipient with resolving all issues before the end of the visit.



# Fiscal Monitoring Report

- If all issues are resolved, a **Final Report** will be issued.
- If there are observations, a **Draft Report** will be issued.
  - Subrecipient will have 30 days to respond to a **Draft Report**;
  - Once the subrecipient's response is received, a **Final Report** will be issued with the subrecipient's response and DHSES conclusion;
  - If there are unresolved observations, the subrecipient will have 90 days to respond to the **Final Report**;
  - Once all observations are resolved, a **Closeout Letter** will be issued.
- **Draft Report** that receives no response from a subrecipient will be issued as a **Final Report** after 30 days.

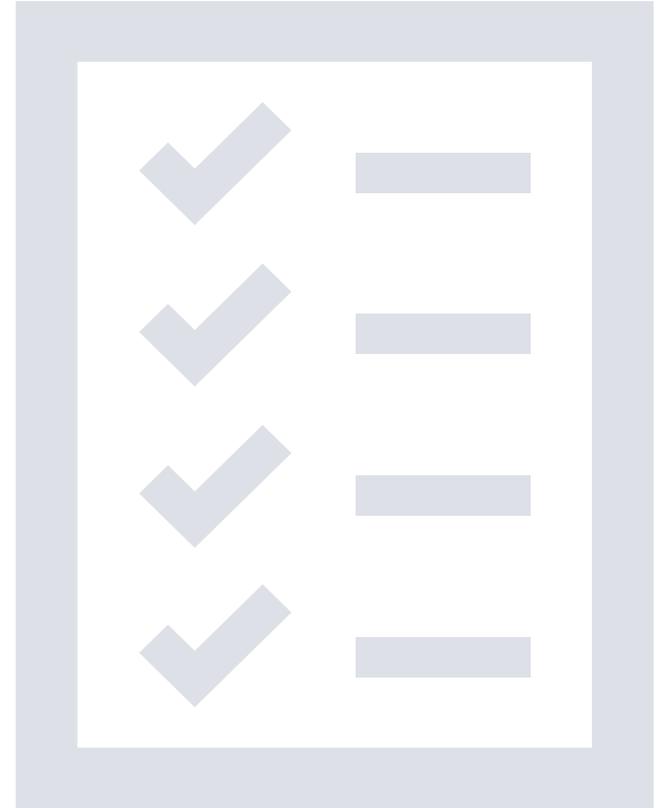


# Programmatic Monitoring Report

- A programmatic monitoring visit report will be issued that will provide:
  - General reminders and overarching grant guidelines and policies;
  - Overview of all contracts and projects that were reviewed;
  - Summary of any issues;
  - Pictures of equipment inspected.
- No official response is required from the subrecipient.



# How to Prepare for a Review

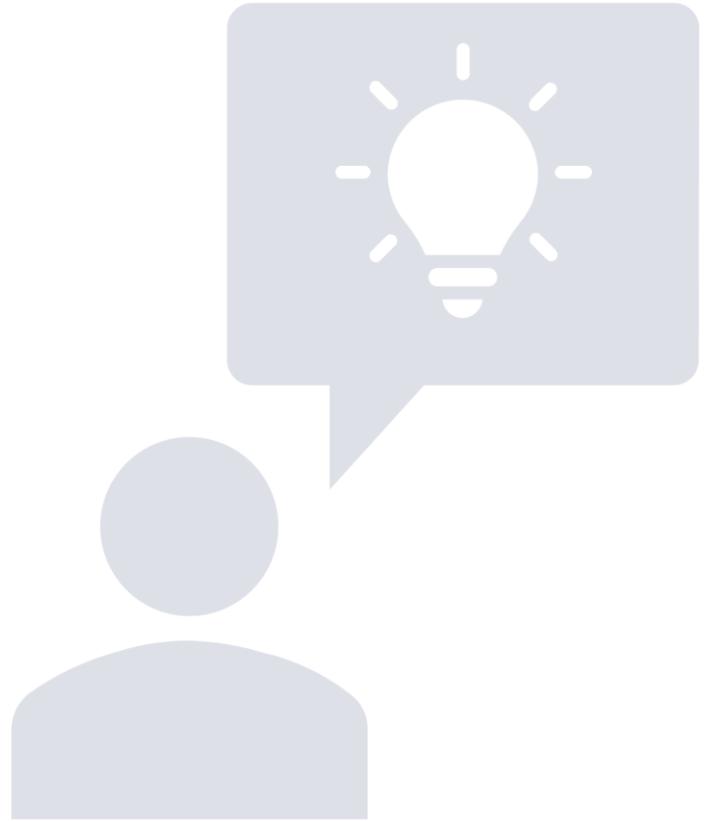


# How to Prepare for a Review

- Organize supporting documentation by grant award, as sampled.
- Keep an electronic backup when possible.
- Provide digital copies of supporting documentation in advance of review when possible.
- Have current policies and procedures available (such as local procurement policies).
- Have grant-focused staff available during review to answer potential questions.
- For more guidance visit <http://www.dhses.ny.gov/grants/fmu.cfm>



# Tips for Success



# Tips for Success

- Read and follow DHSES Contract.
- Develop, maintain and follow written grant administration policies and procedures. Policies and procedures include areas such as procurement, accounting and recordkeeping, internal controls, property records etc.
- Keep detailed records / documentation and “ensure recordkeeping processes for your organization are documented and well known, as this will assist in maintaining knowledge-retention in the absence of any person(s) who might typically handle procurement documentation for the organization.”<sup>1</sup>
- Plan ahead – be proactive. Avoid waiting until last minute.
- Stay in touch with your Contract Representative over the lifetime of your contract.
- Ask questions along the way. Do not wait until procurement is completed!

<sup>1</sup> FEMA, Top 10 Procurement under Grants Mistakes, page 17



# Questions



# THANK YOU!

**DHSES Grants Program Administration (GPA)**

**Grants Hotline: 866-837-9133**

**E-Mail: [Grant.Info@dhses.ny.gov](mailto:Grant.Info@dhses.ny.gov)**

**Website: [www.dhses.ny.gov](http://www.dhses.ny.gov)**

