

Grants Monitoring

Cal OES monitors grant programs to ensure that subgrantees (also known as subrecipients) comply with all financial, administrative, and programmatic requirements associated with receiving funding under Cal OES grant programs. All of these activities are critical to responsible stewardship of awarded funds.

Grants Monitoring focuses on federal and state pass-through grant monies awarded for homeland security, emergency management, public safety, and victim services.

The Federal Office of Management and Budget Circular A-133, which covers most grants administered by Cal OES, requires us to monitor subrecipients during the grant period. Our intent during the monitoring process is to verify that expenditures submitted for reimbursement are: allowable, applicable to the grant, reasonable, and have been appropriately charged. We also verify the subrecipient has adequate policies, processes, and systems to manage Cal OES awards effectively.

Cal OES' monitoring activities serve as a tool to measure compliance with federal and state guidelines and regulations. Monitoring is not a one-time event, but an on-going process. It includes both desk-based and on-site reviews.

The agency takes a proactive approach in performing general financial monitoring and oversight of administrative activities. If our monitoring reveals a misunderstanding of, or non-compliance with, federal or state regulations, we work with the subrecipient to take corrective action to comply with the terms and conditions of the grant.

Activities include audit report monitoring, questionnaires and certifications, records review, reimbursement evaluations, corrective action plans, follow-up resolutions, and records management. The monitoring process also focuses on providing technical assistance and guidance to improve subgrantee administrative efficiencies in administering award funds.

Audit Reviews

Grants Monitoring routinely monitors Single Audit Reports for subrecipients expending \$500,000 or more in a year in federal awards. We also monitor Financial Statements and Grant Specific Audit Reports for subrecipients receiving less than \$500,000.

These reports cover an independent auditor's assessment of a subrecipient's fiscal processes and compliance with federal grant guidelines. If the auditor suggests there are areas for improvement or non-compliance with grant requirements, monitors follow-up to ensure that corrective actions are being taken by the subrecipient.

Compliance Reviews

Desk Reviews

Desk-based financial monitoring of a payment or payment period, includes a review of all related transactions and processes. Desk reviews are executed in the course of post-award administration and seek to verify that subrecipients expend grant funds in compliance with federal regulations and the terms and conditions of Cal OES agreements. Desk-based financial monitoring allows monitors to identify inaccurate expenditure reporting or misunderstanding of, or non-compliance with, federal grant management requirements and to work with subrecipients to correct any inefficiencies, errors, or policies/procedures not in compliance with federal or state regulations.

On-Site Reviews

Similar to desk-based reviews, on-site monitoring allows Cal OES to assess the capability, performance, and compliance of subrecipients against applicable administrative regulations and grant requirements. Site visits are led by financial professionals, in conjunction with program staff, when possible. Site-visits are more extended reviews that focus on one or more payments or grants. The goal of Cal OES' on-site reviews is to ensure that subgrantees possess adequate policies, processes, and systems to manage Cal OES awards effectively. Like desk reviews, Cal OES works with subrecipients to correct any inefficiencies, errors, or policies/procedures not in compliance with federal or state regulations.

How Compliance Reviews Work

Desk reviews are completed remotely via phone, mail, and email. For on-site reviews, Cal OES will call to set a mutually agreed upon time for us to come to your office to review material related to the reimbursement(s). In both instances, a letter from Cal OES is sent identifying specific reimbursements for a particular month or quarter with a request to send or assemble supporting material for us to verify the reimbursement(s). The request can be for personal services, operating expenses, match, or a combination of reimbursements. The request can be for one or more grants. You may be asked for clarification or more information during our review. Once the document review process is complete, you will be provided with a Compliance Review Report detailing the results of our review. If our review uncovers findings of non-compliance, you may be asked to submit a Corrective Action Plan (CAP) with forms and instructions to assist you in preparing the CAP.

Grant Programmatic Monitoring

Grants Monitoring does not monitor programmatic activities of subrecipients; these are monitored by Cal OES' program administrators. The purpose of Programmatic Monitoring is to provide technical assistance for the program to the subrecipients and to monitor progress of meeting goals and objectives of the overall grant by tracking activities through routine progress reports. Cal OES program staff provides technical assistance both on a daily basis and through programmatic site visits.



Grants Monitoring

3650 Schriever Avenue
Mather, California 95655
Phone (916) 845-8120
Fax (916) 845-8380/8397

www.caloes.ca.gov



Grants Monitoring