

Grants Monitoring

Cal OES monitors grant programs to ensure that Subrecipients comply with all financial, administrative, and programmatic requirements associated with receiving funding under Cal OES grant programs. Monitoring activities are critical to responsible stewardship of awarded funds.

The Grants Management Monitoring Division focuses on federal and state pass-through grant funding awarded for homeland security, emergency management, victim services, and Proposition 1B programs.

The Code of Federal Regulations (CFR) at Title 2 CFR Part 200, which covers most grants administered by Cal OES, requires us to monitor subrecipients during the Grant Subaward period. Our intent during the monitoring process is to verify that expenditures submitted for reimbursement are allowable, reasonable, benefit the Grant Subaward, and have been appropriately charged. We also verify the Subrecipient has adequate policies, procedures, and systems to manage Cal OES Grant Subawards effectively.

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

Cal OES takes a proactive approach in performing general financial monitoring and oversight of administrative activities. If our monitoring reveals a misunderstanding of, or noncompliance 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 Subrecipient administrative efficiencies in administering award funds.

Audit Reviews

Grants Monitoring routinely monitors Single Audit Reports for subrecipients expending \$750,000 or more in a fiscal year in federal awards. We also monitor audited 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 noncompliance with grant requirements, the Monitoring Division will follow-up with the Subrecipient to ensure that corrective actions are being taken.

Compliance Assessments

Desk Compliance Assessments

Desk compliance assessments of a Subaward includes a review of transactions related to a reimbursement request (entire or partial) and the Subrecipient's administrative and fiscal policies and procedures. The objective is to verify that subrecipients expend Grant Subaward funds in compliance with federal and state requirements and the terms and conditions of the Subaward. Desk compliance assessments allow Program Monitors to identify inaccurate expenditure reporting or misunderstanding of, or noncompliance with, federal and/or state grant management requirements and to work with subrecipients to correct any inefficiencies, errors, or noncompliance with federal or state regulations.

Onsite Compliance Assessments

On-site compliance assessments are more comprehensive and may involve more than one Grant Subaward and the review of a more extensive selection of expenditures. This allows Cal OES to assess the capability and compliance of Subrecipients against applicable administrative and fiscal regulations and grant requirements. Onsite compliance assessments may be held in conjunction with program staff to include monitoring programmatic performance. The goal of Cal OES' onsite reviews is to ensure that Subrecipients possess adequate policies, procedures, and systems to manage Cal OES awards effectively. Cal OES works with Subrecipients to correct any inefficiencies, errors, or policies/procedures not in compliance with federal or state regulations.

How Compliance Assessments Work

Desk assessments are conducted remotely via phone, mail, and email. For onsite assessments, 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 documentation for review. The review may include personnel, operating, and equipment costs, required match, procurements and contracts, and an examination of internal controls and financial management of the Grant Subaward. The request can be for one or more Grant Subawards. You may be asked for clarification or more information during the assessment, and the Monitoring staff are available throughout the process to answer your questions and provide technical assistance. Once the compliance assessment is complete, you will be provided with a report detailing the results of our assessment. If the assessment results in findings of noncompliance you will be required to complete and submit a corrective action plan (CAP) for each finding, along with documents showing the corrective action was implemented. The CAP instructions and form are provided via hard copy and email to assist you in preparing the CAP.

Grant Programmatic Monitoring

The Monitoring Division does not monitor programmatic performance of subrecipients; these are monitored by Cal OES' program staff. 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.

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