



Subrecipient Monitoring

New Hampshire Department of Justice
Grants Management Unit



What is Monitoring

- ▶ Review to ensure compliance with federal grant rules and regulations
- ▶ Desk Reviews
- ▶ Off Site Reviews
- ▶ On Site Reviews
- ▶ Program Specific
- ▶ Monitoring is not an audit



Rules and Regulations

- ▶ 2 CFR Part 200
(https://ojp.gov/funding/Apply/Resources/2CFR200_2013.pdf)
- ▶ 2015 DOJ Financial Guide
(https://ojp.gov/financialguide/DOJ/pdfs/2015_DOJ_FinancialGuide.pdf)
- ▶ Program Specific – Special Conditions



Desk Reviews

- ▶ Spot check of expenditures
- ▶ Will ask for back up documentation for submitted expenditure report
- ▶ Not formal



Off Site Monitoring

- ▶ Formal monitoring process in lieu of on site visit
- ▶ In depth look at the program and expenditures
- ▶ Mostly can be completed via e-mail and phone.



On Site Monitoring

- ▶ A review of programmatic and financial functions relating to federal grants
- ▶ The GMU Manager and Program Specific Grant Manager will conduct
- ▶ Depending on the complexity of program, monitoring's take anywhere from 1 to 4 hours onsite.
- ▶ Information gathered pre and post monitoring



Documentation Required

- ▶ All grant related documents, including contract and special conditions
- ▶ Back up documentation for all expenditures, including those used as match
- ▶ Program specific information (e.g. Volunteer documentation for VOCA awards)
- ▶ Time and Effort Reports (if required)



Compliance Issues

- ▶ If an issue arises, GMU staff will discuss
- ▶ A letter will be submitted requesting a Corrective Action Plan
- ▶ Deadline to ensure issue is corrected
- ▶ 2 CFR 200.338 Allows for us to impose special conditions for non compliance. Can temporarily withhold cash payments, disallow costs associated with such, and other such actions. This would be in only egregious situations.



Questions or Comments

- ▶ Please contact your assigned grant manager or GMU Manager:

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