Program Office Site Visits

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Why Conduct Site Visits?

- Check compliance with programmatic, administrative, and fiscal requirements
- Good stewardship of federal tax-payer funds

Transparency?

Why Conduct Site Visits?

- Verify programs carried out
- Provide guidance and technical assistance
- Identify problems and work toward solutions
- Statutory requirement to monitor 10% of funds annually

Transparency?

What is a Site Visit?

- On site monitoring at the grantee's facilities in person by the program manager.

- Most intensive form of monitoring by the Program Office as it looks at materials other than routine reports submitted
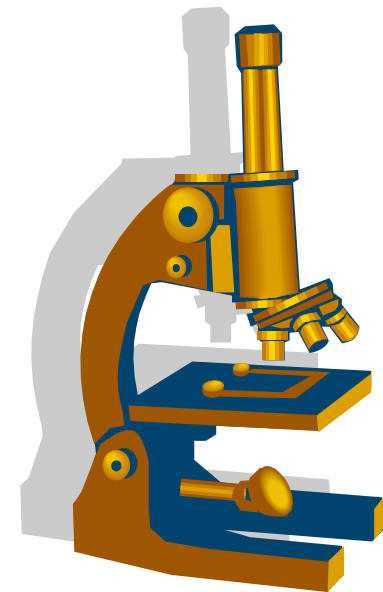

Not a fishing expedition,

but a closer look

How Does NIJ Select Who Gets a Site Visit?

- Grant Assessment Tool

- Program Manager's Selection

Grant Assessment Tool (GAT)

- Scoring system for establishing monitoring activity
  - High
  - Medium
  - Low

  The GAT is essentially a desk review of your awards that helps assign monitoring priorities.

Grant Assessment Tool (GAT)

- Criteria-
    - Type of organization
    - Matching funds or Program Income required
    - New programs or purposes
    - Best Practices or Demonstration Grant
    - Open external audits (OIG, OCFO, A-133)
    - Pending special conditions
    - Performance measures

Grant Assessment Tool (GAT)

- Criteria (continued)
  - Non-responsiveness
  - High profile awards
  - Financial indicators
  - Programmatic indicators
  - High risk grantee
  - Implementation Issues
  - Complexity of awards

Grant Assessment Tool (GAT)

- Criteria (continued)
  - Timeliness of closure of awards
  - Grantees with multiple open awards
  - Dollar value of awards
  - New grantees

Program Manager Selection

- Grantees with very complex projects (like with the Efficiency Awards or Earmarks)
- Grantees with issues raised during the quarterly reviews
- Grantees selected for a random OCFO audit

Not because the PM is crabby!

Site Visits – the Process

- Notification Letter
- Desk review (done before the visit)
- Entrance Interview
- Conduct the site visit
- Exit interview
- Report (with issues or no issues)
- If Issues found – action plan, remediations occur, closure

What is Covered During a Site Visit?

- Desk Review – conducted by the Program Manager Before the Site Visit
  - Review award file and application
  - Review progress and financial reports
  - Review special condition compliance
  - Do progress reports reflect progress and is the progress related to the financial drawdowns

What is Covered During a Site Visit (continued)?

- Compare drawdowns to financial reports to check for excessive cash on hand

- Are matching funds required, is program income an issue

- Generate questions from the desk review to cover at the site visit

What is Covered During the Site Visit?

- Conduct general budget review –invoices, budget detail worksheets, purchases, time and attendance records

- Compare progress reports with rate of expenditures

- Check that grant funds are not commingled

- If a formula grant, check to see whether the administrative cost threshold has been exceeded

A closer look?

What is Covered
During the Site Visit (continued)?

- Review award file and check for:

  Grant application, and

  Signed award document.

- Check that services/activities described in progress reports have been provided and/or completed.

What is Covered During the Site Visit (continued)?

- Check that performance measurement data is being collected

- Check that property information is being maintained

- Determine if any subcontractor/subgrantee monitoring is being performed by grantee

- Review proposed project goals, activities and services vs. actual activities and services

What is Covered During the Site Visit (continued)?

- Did you observe or were you made aware of any changes in grantee activities?

- As a result of your observations or discussions with grantees regarding grant activities/services, describe promising practices

- As a result of your observations or discussions with grantees regarding grant activities/services, note whether the grantee experienced any roadblocks to grant implementation

- Describe any technical assistance currently in progress, provided, or requested

Reports

- No findings or Issues
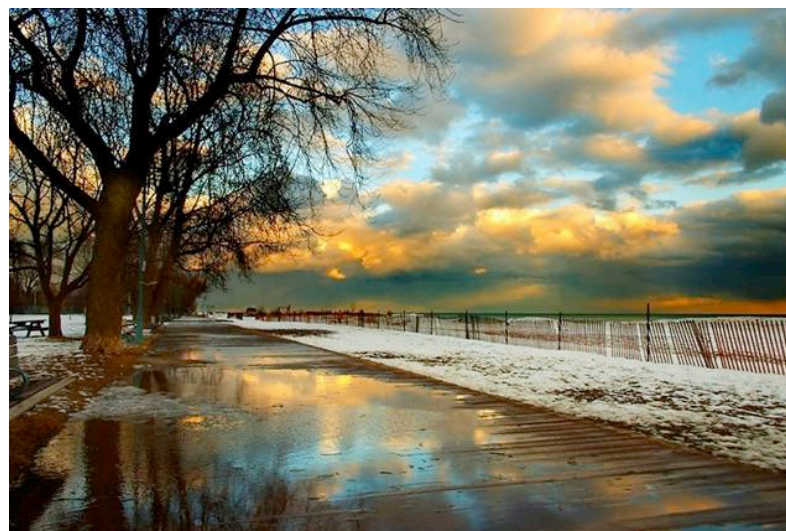
A beautiful experience

Reports

- Findings or Issues Require
  - Acknowledgement of issues
  - Response (plan for resolution)
  - Resolution documentation
  - Resolution
  - Closure

Stormy weather?

Contact Information

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