**Fiscal Monitoring Menu**

**Overview**

OneStar Foundation utilizes a variety of monitoring processes and tools to conduct fiscal oversight of its sub-grantees. The processes listed below include the different fiscal monitoring options that OneStar staff may use to monitor its sub-grantees. Some elements are required for all sub-grantees, while other options may be used for sub-grantees depending on identified problem areas, scope, and/or risk factors.

**Category/Description of section**

**All Sub-Grantees:**

All AmeriCorps\*Texas operating sub-grantees (excluding Fixed Amount Grants and Education Award Programs) will undergo the following monitoring processes:

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| * Portfolio risk assessment | * Monthly calls | * Final PER monitoring |
| * Fiscal readiness review | * Audit review | * Random sampling |
| * PER processing review | * Site visits |  |

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| **PROCESS** | **COMPONENTS** | **WHO RECEIVES IT** |
| **PORTFOLIO**  **RISK ASSESSMENT** | * Portfolio risk assessment is conducted twice a year * Designed to assess sub-grantees on the basis of inherent, fiscal readiness and on-going risks * Informs the portfolio monitoring plan | **\*REQUIRED\*** All sub-grantees are included in the portfolio risk assessment. |
| **FISCAL READINESS REVIEW** | * Review of fiscal policies and procedures to identify any red flags in systems * Review of cost allocation plan and indirect cost rate (if applicable) * Review separation of duties * Review Fidelity Bond Coverage Form and Certification of Insurance * Review job descriptions of staff charged to the AmeriCorps grant * Review IRS 990 * Review organizational capacity survey updates * Audit review (see “Audit review” below for details) | **\*REQUIRED\*** All sub-grantees receive a Fiscal Readiness Review annually.  Components of the assessment may be reviewed during the year if the need arises. |
| **PER PROCESSING REVIEW** | * Ensure dates of PER are within budget period and that they are in consecutive order * Review expenditures to ensure that they are within variance allowance and budgeted amounts (including de-obligation) * Review for mathematical accuracy * Ensure compliance with the Commission Fixed Amount administrative requirement * Identify any trends that may need follow up | **\*REQUIRED\*** Each PER submitted by sub-grantees is reviewed in this manner. |
| **MONTHLY CALLS** | * Phone conversations used to discuss any issues, keep current of sub-grantee activities, and ensure consistent communication | **\*REQUIRED\*** All sub-grantees receive monthly calls |
| **AUDIT REVIEW**  **(A-133 or Independent Financial Audit)** | * Review schedule of Federal awards * Review any findings * Review management letter * Review opinion letters | **\*REQUIRED\*** All sub-grantees are required to submit their most recent audits (A-133 or independent financial audit). |
| **SITE VISITS** | * Pre-visit questions and documents may be requested of the sub-grantee * Staff interviews to understand systems and other issues as applicable to the grantee * Source documentation testing * Specific issue investigation (as applicable) | **\*SUB-GRANTEE RISK LEVEL:** High – but all sub-grantees will receive an on-site visit at least once during a 3-year project period.  May be a strategy to monitor the progress of a program working within a corrective action plan |
| **FINAL PER MONITORING** | * Ensure that the sub-grantee is meeting budgeted matching percentages * Test for overall reasonableness of costs * Conduct living allowance reasonableness analysis * Ensure that administrative cost percentages are in compliance * Ensure FICA is in compliance * Ensure actual expenditures are within approved variance levels and budgeted amounts | **\*REQUIRED\*** All sub-grantees receive Final PER Monitoring annually.  OneStar staff may utilize components of Final PER monitoring to conduct periodic monitoring of PERs throughout the year. |
| **RANDOM SAMPLING** | * Staff may use any of the above processes to conduct testing on sub-grantees | **\*SUB-GRANTEE RISK LEVEL:** Varies  May be used as a strategy for high-risk grantees, for those that are working within a corrective action plan, or other pervasive issues or trends identified by OneStar |

**High-Risk Sub-Grantees:**

High risk sub-grantees or sub-grantees that are put on a corrective action plan may warrant additional monitoring processes. OneStar may expand the scope, conduct additional types of monitoring, increase frequency of monitoring, or a combination of these for this type of sub-grantee. See OneStar’s High-Risk Grantee policy.

Low, Medium and High Risk designations for these methods of monitoring are not fixed. Grants Officers (Fiscal) use their professional judgments on the type of monitoring that is needed for each sub-grantee.