

# Risk Assessment Based Approach to Subgrantee Monitoring

Assessments will help identify:

- Potential vulnerabilities in managing federal funds
- Best methods to help mitigate vulnerabilities or identified problems for each subgrantee
- Needs for training - technical assistance - monitoring
- Most appropriate monitoring and oversight strategies for each subgrantee
- Priorities for monitoring activities
- Most effective and efficient use of your resources

Possible Assessment Areas:

- Organization – size, age, experience with CNCS or Federal funding, changes
- Award - size, complexity, multiple awards
- Financial – weaknesses; too many or too few drawdowns; improper, unallowable or over expenditures; large unexpended balances; concerns with meeting match requirements
- Compliance – noncompliance with award requirements; incomplete, inaccurate or late financial or program reports
- Staff – new, experience with similar awards, requirements, projects, changes
- Changes - key staff, budget, major project design or scope
- Issues - audit issues, previous monitoring reviews; cooperation or response to inquiries; serious staff or member issues; expenditure and match documentation
- Program – multi-site; partners or subcontractors; innovative/untested program/project design; performance/progress; inadequate performance measures; participant enrollment/retention

After completing and documenting assessments assign a risk or monitoring priority level to each subgrantee organization based on assessments

Examples of Priority Levels for Possible Monitoring Strategies:

- High Priority – early, annual or more frequent on-site reviews; desk and office-based reviews, technical assistance, training
  
- Medium Priority – one annual on-site review; desk and office-based reviews
  
- Low Priority – desk and office-based reviews; routine monitoring

NOTE: Periodically Reassess Situation and Priority Levels and change where appropriate