

**From:** FEMA (Federal Emergency Management Agency) [mailto:fema@service.govdelivery.com]  
**Sent:** Wednesday, August 08, 2012 4:03 PM  
**To:** sharon.cargo@fema.gov  
**Subject:** Deadline for SAFER Applications is Friday, August 10; Information for Grantees on Monitoring



**LAST WEEK TO SUBMIT FY 2012 SAFER APPLICATIONS**  
▶ **DEADLINE: FRIDAY, AUGUST 10, 2012, 5 P.M. EASTER TIME**

▶ **WHAT GRANTEES SHOULD KNOW ABOUT DESK REVIEWS AND ONSITE FINANCIAL MONITORING**

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**DEADLINE: FRIDAY, AUGUST 10, 2012, 5 P.M. EASTER TIME**

**NEED HELP SUBMITTING YOUR [SAFER APPLICATION](#)?**

Call or e-mail the SAFER/AFG Help Desk toll-free at 1-866-274-0960 or e-mail [firegrants@fema.dhs.gov](mailto:firegrants@fema.dhs.gov) **BEFORE 5 p.m. EDT, Friday, August 10.**

**LATE APPLICATIONS WILL NOT BE ACCEPTED.**

**BEFORE SUBMISSION: QC YOUR APPLICATION**

Take the time to do final quality control checks on your [application](#) before you submit it. You will not be able to change it after it is submitted.

- **Check to be sure that you have answered every question in the application.** If you are unsure about the meaning of any question, call the SAFER/AFG Help Desk for assistance at 1-866-274-0960.
- **Make sure that all the information entered is correct.**
  - Check for typos
  - Be certain that any temporary "placeholder" text has been replaced.
  - If your request includes an **inventory** of any kind, be certain to re-check the inventory data for accuracy.
- **Double-check that your e-mail address is correct.** The confirmation e-mail or other grant correspondence may not reach you if your e-mail address contains an error.
- **Double-check the quantity and costs of the items and activities you are requesting.** Is this information consistent throughout your application in the Request Details, Budget, and Narrative Statement sections?
- **Ensure that your organization's Financial Need is explained fully in the Applicant Characteristics section.**
- **Ensure that you have provided as much detail as possible in your Narrative Statements.**
- **Print the application and ask a friend or colleague to read it.** Someone reading it for the first time may catch errors or inconsistencies that you overlooked.

- **Submit the application!** Once you are satisfied that your application is as complete and accurate as possible, submit it electronically.

## AFTER SUBMISSION

- **Check for receipt of the confirmation e-mail message.** If your application was submitted properly, you, or whoever is the application's official point of contact, will receive an e-mail message that confirms your submission and assigns an application number. Write down the application number and print the confirmation e-mail message.
- **Start your grant application file.** File a printout of your grant application, the confirmation e-mail message, and any cost estimates obtained to support your request in a folder set up specifically to hold the documentation for this grant application.
- **Register your organization in the System for Award Management (SAM) (SAM.gov),** which has replaced the Central Contractor Registry (CCR) system. You may submit an application without being registered in SAM, but you will not be awarded a grant until you are registered in SAM. If you registered in the CCR previously, you don't have to do anything until that registration expires. Then you will validate and update your data, which will have been moved to SAM.gov. For questions about SAM, contact Chanee Williams ([Chanee.Williams@fema.dhs.gov](mailto:Chanee.Williams@fema.dhs.gov)) and Jane Early ([Jane.Early@fema.dhs.gov](mailto:Jane.Early@fema.dhs.gov)).

## WHAT GRANTEES SHOULD KNOW ABOUT DESK REVIEWS AND ONSITE FINANCIAL MONITORING

### Q.1 What is financial monitoring?

- A** Financial monitoring is an onsite or desk-based integrity review conducted to verify that grantees are in compliance with the grant terms and conditions; to substantiate grantees' financial progress by reviewing invoices and receipts to ensure that funds are being expended appropriately; to review financial reports (SF-425s); to ensure grantees have adequate internal controls, policies, and procedures to effectively manage FEMA grants; and to determine if grantees are in need of technical assistance to aid with managing their grants.

### Q.2 How are grantees selected for financial monitoring?

- A** DHS/FEMA uses a monitoring assessment tool to select grantees for financial monitoring. Core indicators, such as program type, award amounts, spending patterns, timeliness in responding to FEMA requests, and prior financial monitoring findings are used to determine if desk review monitoring is necessary. For grantees that are not chosen for financial monitoring using the monitoring tool assessment, FEMA may deem it necessary to conduct a financial monitoring review for one of the following reasons:

- Grantee requests technical assistance;
- Stakeholders request grantee monitoring;
- Issues exist with prior financial or programmatic reviews; or
- Grants Management Specialists recommend grantee for monitoring review.

### Q.3 How often are grantees selected for monitoring review?

- A** Grantees may be selected for financial monitoring review once every two years during the period of performance. Additional monitoring, such as an onsite visit, may be recommended to ensure accuracy of records, verify compliance with grant terms and conditions, and assist grantees with improving administrative efficiencies and enhancing programmatic efficiencies.

### Q.4 What information are grantees required to submit for financial monitoring review?

- A** A Pre-Desk Review Letter is sent to grantees that are selected for financial monitoring review. The Pre-Desk Review Letter provides the grantee with insight on focus areas used to

adequately conduct desk reviews. Documents requested in the Pre-Desk Review Letter include but are not limited to the following:

- Copy of most recent audit report;
- General ledger(s)/accounting spreadsheet(s);
- Receipt(s) for expenditures;
- Financial policies and procedures;
- Personnel records; and
- Procurement policies and procedures.

Grants Management Specialists (GMS) review the documentation submitted for review and contact grantees if additional information is needed to assist with completing the financial review. All desk review documentation should be forwarded to the GMS conducting the review.

**Q.5 What should grantees do if a Corrective Action Plan (CAP) or recommendation is received as a result of the monitoring review?**

- A** After reviewing the documentation submitted for review, GMS prepare financial monitoring reports that highlight concerns identified during the review. Subsequently, a Post-Desk Review Letter is sent, via e-mail, to grantees. Post-Desk Review Letters outline specific issues as identified during the financial review. Grantees are expected to address and resolve all issues. Grantees are granted approximately 45 calendar days from receipt of the Post-Desk Review Letter to resolve CAPs. GMS will contact grantees on an as-needed basis to resolve outstanding CAPs.

**\*NOTE—Grantees who received a financial monitoring review in FY 2009 and FY 2010 are not required to respond to CAPs UNLESS the CAPs included resolution of disallowed costs.**

**Q.6 Who should grantees contact if they have questions regarding financial monitoring?**

- A** Grantees should always contact the GMS who is conducting the desk review by calling the GMS directly or The Ask-GMD Helpdesk at 1-866-927-5646.

## AFG 2012 CALENDAR

NOTE: All information, including dates and projected application periods are subject to change. When a conference is listed, the AFG Program either will be exhibiting and/or giving a presentation or workshop.

### AUGUST

- **August 10, 2012, 5 p.m. EDT: Deadline for submitting FY 2012 SAFER Grant applications.**
- FY 2011 SAFER Grants: Award announcements are underway
- FY 2011 Fire Prevention and Safety (FP&S) Grants: Award announcements are underway

### SEPTEMBER

- FY 2012 AFG and FY 2012 SAFER Grants: Award announcements are expected to begin and will continue until all available grant funds have been committed.

### OCTOBER

- FY 2012 FP&S Grant application period (tentative)

**THANK YOU.**