

PROMISING PRACTICES (3/1/06)

Topic Area: Program Monitoring

Audience: State Administrative Agencies

Description: The Department of Military Affairs and Public Safety, State of West Virginia, has developed a monitoring protocol that assists the SAA grant management staff in preparing for and conducting monitoring of subrecipients. The attached documents include:



- 1) Site visit protocol and checklist; and,
- 2) Letter conveying results of site monitoring

These protocols ensure that the monitoring performed is thorough and consistent with the Department's policies and procedures on monitoring. This monitoring protocol places emphasis on discerning achievement of recipient's objectives, along with determining coordination with state, local, and private organizations as those objectives are being achieved. It also aims to measure the impact of the recipient project initiative(s). The Department also provides results of the monitoring to the subrecipient which officially notifies, if appropriate, the subrecipient of corrective action which must be taken to ensure project compliance.

Unique or Special Statutes Involved: None

How long practiced: Since 2004

Jurisdiction: Statewide

Point of Contact:

Edward Holsclaw
Homeland Security Grant Monitor
West Virginia Homeland Security
WV Department of Military Affairs and Public Safety
WV State Capitol Complex
Building 6, Room B122
Charleston, WV 25305
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March 7, 2006

The Honorable Robert Bell
President
Monongalia County Commission
Courthouse
Morgantown, West Virginia 26505

RE: On-Site Visit -- Grant Number #04-EOC-32

Dear Commissioner Bell:

Guidelines governing participation in the U. S. Department of Homeland Security Grant Program require West Virginia to conduct regular reviews of subgrant projects.

A member of the West Virginia Homeland Security State Administrative Agency staff visited your agency recently to review a West Virginia Homeland Security Grant project. Enclosed you will find a summary of that visit.

Should you have any questions regarding this program review, please contact me at (304) 558-2930.

Sincerely,

Michael Cutlip
Homeland Security Grant Manager

Enclosure

CC: Ronald Kyle, Director
Monongalia Office of Emergency Management
74 Vandervort Drive
Morgantown, WV 26505



DEPARTMENT OF MILITARY AFFAIRS AND PUBLIC SAFETY
HOMELAND SECURITY STATE ADMINISTRATIVE AGENCY (SAA)
SUBGRANTEE MONITORING REPORT

The Homeland Security State Administrative Agency staff will make at least one on-site visit to each subgrant project during the grant period to monitor the performance of grant supported activities. Site visits will:

1. Determine progress made toward achieving project objectives;
2. Determine compliance with terms, conditions, and purpose of grant;
3. Identify technical assistance needs; and
4. Provide guidance of future design or funding of similar projects.

SUBGRANTEE:	
SUBGRANT NUMBER:	
PROJECT TITLE:	
GRANT PERIOD:	
DATE MONITORED:	

DESCRIPTION OF PROJECT:

INTERVIEWEE(S):

NAME/AGENCY	TITLE	PHONE



OBJECTIVES STATED IN GRANT APPLICATION:

1.			
	Completed	Support Documentation	
	In Progress		Attached
	Scheduled to Begin:		Will be Submitted
	Will Not Complete		With Monthly Report

2.			
	Completed	Support Documentation	
	In Progress		Attached
	Scheduled to Begin:		Will be Submitted
	Will Not Complete		With Monthly Report

3.			
	Completed	Support Documentation	
	In Progress		Attached
	Scheduled to Begin:		Will be Submitted
	Will Not Complete		With Monthly Report

4.			
	Completed	Support Documentation	
	In Progress		Attached
	Scheduled to Begin:		Will be Submitted
	Will Not Complete		With Monthly Report

5.			
	Completed	Support Documentation	
	In Progress		Attached
	Scheduled to Begin:		Will be Submitted
	Will Not Complete		With Monthly Report



PART I: RECORDS

N/A

- 1. Does the project director’s subgrant file include the following: approved grant award, special conditions, and budget adjustments. Yes No
- 2. Has the project director reviewed the special conditions? Yes No
- 3. Does the project director have a copy of the Administrative Manual? Yes No
- 4. Has the project director reviewed the Administrative Manual? N/A Yes No
- 5. Does the Project Director have copies of Quarterly Progress and and Project Financial Reports? Yes No
- 6. Are required project reports submitted to the SAA in a timely and satisfactory manner? Yes No
- 7. Did project implementation occur within 90 days of the designated start date? If no, explain. Yes No

PART II: FINANCIAL

N/A

Fiscal Officer	
Phone Number	

- 1. Does the fiscal officer’s grant file include the following: approved grant award, special conditions, and budget adjustments? Yes No
- 2. Has the fiscal officer reviewed the special conditions? Yes No
- 3. Does the fiscal officer have a copy of the Administrative Manual? Yes No
- 4. Has the fiscal officer reviewed the Administrative Manual? Yes No
- 5. Does the Fiscal Officer have copies of monthly financial reports? Yes No
- 6. Are financial reports provided to the SAA in a timely and satisfactory manner? Yes No
- 7. Does the subgrantee have regular audits?
-Audits performed by: Yes No



PART III: PERSONNEL

- 1. Are all grant authorized positions filled? If no, explain:

- 2. Are grant funds being used to supplement the existing budget, not supplant?

- 3. If necessary have all vacancies been backfilled? If no, explain:

PART IV: PROFESSIONAL AND CONTRACTUAL SERVICES

- 1. Are contract or consultant services included in the grant award? Describe:

- 2. Has a copy of the formal written contract been submitted to the SAA for approval prior to execution?

- 3. Does the contract on file outline the specific work to be performed by the consultant?

- 4. Does the statement of work (contract) to be performed coincide with the goals, objectives, and activities of the subgrant?

- 5. Were State and local purchasing procedures and laws followed?

PART V: EQUIPMENT PURCHASES

- 1. Was all equipment purchased using applicable purchasing procedures and laws?

- 2. Has all equipment been purchased? If not, will all equipment be purchased by the grant end date? If no, explain:

- 3. Are proper records maintained on equipment purchased and has equipment been properly identified? Has an Equipment Listing been sent to the SAA as required? N/A



4. Was grant purchased equipment examined by grant monitor?

Yes		No	
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Comments: The following items were examined and all equipment purchased had a primary function of being used in support of a response to a chemical, biological, radiological, nuclear and explosive terrorist incident:

PART VI: COORDINATION

N/A	
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1. Project coordination with:

Units of Local Government	
Units of State Government	
Units of Federal Government	
Other(s)	

2. List any local coordination problems that may effect subgrant project:



PART VII: PROJECT IMPLEMENTATION/IMPACT

N/A

1. Are changes in the project required/recommended?
Explain: Subgrant closed

Yes		No	
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2. What are the major areas of significant progress in this project?

3. Are there plans to continue the project at the end of the grant period?

Yes		No	
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POST-SITE MONITORING REPORT AND CERTIFICATION

SUMMARY / RECOMMENDATIONS:



June 7, 2013

The Honorable Robert Bell
President
Monongalia County Commission
Courthouse
Morgantown, West Virginia 26505

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