



Arizona Department of Administration Office of Grants and Federal Resources News Bulletin

September 2018

Statewide monitoring plan: grantor agencies must submit a subrecipient monitoring plan to GFR by October 31, 2018

On August 22, the Office of Grants and Federal Resources (GFR) hosted a quarterly working group meeting via teleconference. The subject of the teleconference was the implementation of an annual statewide monitoring plan for state agencies as grantors. Uniform Guidance (2 CFR 200), specifically [§200.331](#), delineates the federal requirements for pass-through entities, including subrecipient monitoring. Based on this requirement and authorization under Arizona Executive Order [\(EO\) 2013-09](#), GFR developed a policy implementing the statewide monitoring plan to ensure state agencies are monitoring at least 10 percent of their open grants.

“The State of Arizona has a responsibility to ensure the proper stewardship of grant funding,” said Matt Hanson, Assistant Director for GFR. “This includes the state’s administrative agencies serving as pass-through entities for federal dollars. We are implementing this statewide monitoring plan to prevent adverse actions and to ensure no entity jeopardizes current and future funding across state government.”

The policy, included in the Grant Management Manual (GMM) Grantor ([Section 8.2.1](#)), will apply to all state agencies that grant funding to subrecipients. This includes agencies that serve as pass-through entities (or State Administering Agencies) for federal funds as well as state agencies that grant non-federal funds. GFR is requiring agencies to submit their initial monitoring plans by Oct. 31, 2018. Hereafter, the plans will be due to GFR by May 31 each year (the next plan is due May 31, 2019). The Auditor General’s Office and GAO Internal Controls Group will be assuring compliance with this policy within their individual work with state agencies.

“Agencies should already have these types of monitoring plans in place. GFR staff is here to provide technical assistance to grants staff that may need additional assistance,” said Hanson. “Also, we’ve published the [Grant Management Manual for Grantors on our website](#). This has the policies, procedures and resources for developing and implementing a subrecipient monitoring plan.”

A recording of the August 22 webinar is available on the [GFR website News page](#), under the “GFR Info” tab. The [presentation slide deck](#) is available there as well. Grant program managers should review these materials to understand what is required from the policy, as well as the background that guided the policy’s development. Please contact GFR with any questions regarding this policy at GFR@azdoa.gov.

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OMB Memo M-18-24: Strategies to Reduce Recipient Reporting Burden

Citing lessons learned from the DATA Act pilot and PMA-related (President's Management Agenda) initiatives, the White House Office of Management and Budget (OMB) issued a memo outlining additional steps federal agencies are required to take to reduce the recipient reporting burden. Overall efforts are designed to standardize grants data collection across the federal government and ensure that data is collected and utilized meaningfully. Guidance to federal agencies included in the memo ([M-18-24](#)) on September 5 includes:

- Review data standards when they are published to ensure completeness and accuracy, and inclusion of critical distinctions in types of grants and recipients;
- Align all agency grant-related reform initiatives to the modernization vision outlined in the PMA, and fully participate in applicable cross-agency priority (CAP) working groups;
- Use government-wide data standards to modify existing or design new grant systems;
- Work with other agencies and OMB to reduce the number of existing legacy systems and grant recipient burden via sharing quality services and systems; and,
- Assess existing grant making policies and business processes to identify further opportunities to reduce burden by identifying unnecessary or duplicate data collection and/or reporting requirements and legal or regulatory barriers hindering efficiencies in the grant making process.

Additional information addressed an ambitious plan to implement changes to grant reporting and data collection modernization, including a timeline for rolling out these changes. Grant program managers are encouraged to review the memo for potential impact to federally funded grant programs.

GFR office hours each month

GFR staff schedules office hours each month for state grants professionals to get additional assistance with eCivis, grants management and other related topics. Office hours are scheduled for the last Tuesday of each month from 10:00 a.m. to noon. Visitors may call or visit the office: 100 N. 15th Ave., Suite 301B in Phoenix.

Due to the federal fiscal year end, the next date for GFR office hours will be October 30.

GAO CFO meetings are back on schedule

The General Accounting Office (GAO) has scheduled the first agency chief financial officer (CFO) meeting of FY 19, which takes place on Sept. 19 (small/medium agencies) and Sept. 26 (large agencies) at the GAO Office, ADOA Bldg., 100 N. 15th Ave., Suite 302 (Phoenix). All state agency CFOs, Business Managers and Directors are invited to attend. The full [FY 19 CFO meeting schedule](#) is posted on the GAO website.

eCivis experts visit GFR staff, work on additional SRM improvements

As agencies that have participated in the pilot of the eCivis Subrecipient Manager (SRM) tool report back, GFR staff continues to work with the eCivis development team to refine and improve the SRM. In September, GFR and eCivis staff blocked out two days to gather together, laptops in hand, to do a deep dive into the latest round of system enhancements. The participants reviewed the comments and requests from pilot agency participants and created a priority list of system updates and improvements. The priorities include report development; functionality that allows for managing grants with multiple sources of funding; and additional modules for post-award activities and monitoring. The eCivis team will develop the initial framework of these items for state review and further feedback.

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