

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



Business Process: Grant and Contract Monitoring¹

I. Policy

Under the purview of the [CFSA Grantmaking Policy](#), this business process provides guidance specifically for grant and contract monitoring functions whenever the Child and Family Services Agency (CFSA) awards a contract, acts as a grant recipient, or operates as the grantor (under its grant making authority) of publicly appropriated funds to qualified awardees. CFSA's grant and contract monitors shall ensure that contractors and grantees use District funds according to the stipulations and requirements of their agreements with the Agency.

The City-Wide Grants Manual of the Office of Partnerships and Grant Services requires District agencies to monitor grantees. The monitoring process shall be guided by standards established by Federal and District's requirements. Also, monitoring shall ensure whether the grantee's operational, financial, management systems, and practices are structured to account for program funds. ([Section 11.2](#))

II. Management and Monitoring – The Contract Officer (CO):

1. Maintains contracts.
2. Ensures that contract files contain at a minimum:
 - a. Executed contract
 - b. Copies of related changes
 - c. Correspondence about contract requirements and compliance
3. Completes Quarterly Contract Management (“QCM”) attestation every 90 days from the date of award and throughout the life of the contract.²
4. Completes electronic evaluations of the contractor's performance in the e-Val system for each contract with a value in excess of \$100,000.³
5. Prepares a Contract Administration (CA) file at contract award. This file shall contain the following:

¹ The content of the Business Process specifically references Sections H and I of the [CFSA Grantmaking Policy](#).

² OCP transitioned the process for executing a QCM letter from a paper-based process to an electronic process that is now integrated into the electronic evaluation process. Contract Administrators are now required to complete a fifth e-Val question which mirrors the points and attestations included the QCM.

³ After the start date of each contract the Contract Officer, Contract Administrator and OCP's Office of Procurement & Integrity Compliance (OPIC) will receive an email notification from dcca.ocp@dc.gov at the 30-day, 60-day, and 90-day point, and every 90 days thereafter, requiring that the contractor's performance assessment for the previous period be completed in the e-Val system. The Contract Administrator has five (5) business days to complete it.

- a. CA delegation letter
- b. Copy of the Awarded Contract and Modifications
- c. Funding Documentation
- d. Quarterly Certification of Management Letter
- e. Contractor Performance Evaluation Form
- f. CA Audit Checklist
- g. Contractor Complaint Form
- h. A “Do’s and Don’ts” Sheet

- 6. Conducts discretionary random quarterly audits of CA files.
- 7. Ensures that all individuals listed as CA have undertaken the appropriate training provided by the Office of Contracting and Procurement.

III. Management and Monitoring – The Contract Administrator (CA):

- 1. Manages contract payments by:
 - a. Determining allowability, suspension, or disapproval of costs
 - b. Approving or disapproving contractor invoices
 - c. Reviewing and approving or disapproving contractor requests for payments under progress payments or performance-based payment structures
 - d. Taking action to recover overpayments from the contractor
 - e. Performing production support, oversight, and status reporting to the CO, including timely reporting of potential and actual slippages in contract delivery schedules.
- 2. Monitors (through site visits at his or her discretion):
 - a. Program and performance requirements
 - b. Quality assurance requirements
 - c. Safety requirements
 - d. Invoice requirements and conditions of payment
 - e. Reporting requirements, especially with respect to deadlines for submission to CFSA
 - f. Compliance with terms and deliverables
 - g. Cost requirements
 - h. Technical performance in the areas of design, development, and production
- 3. Provides copies of contract deliverables to the CO as appropriate.



IV. Grant Monitoring - When CFSA is the Grantor, the grant monitor:

1. Establishes a grant file with records that detail the history of the award.
2. Maintains files for a period that is the greater of three years or the time required by law, regulation or agreement (Manual, [Section 5.5](#)). These files shall include, but are not limited to the following:
 - a. RFA (Request for Application)
 - b. Grant agreements
 - c. Financial invoices
 - d. Reports
 - e. Contacts
 - f. Solicitations evaluation criteria and materials
 - g. Rationale for the method of the award
 - h. Selection of agreement type
 - i. Grantee selection or rejection
 - j. Basis for the award amount
3. Conducts quarterly reviews with CFSA's grant coordinator and informs the grant coordinator of any budgetary changes, agreement changes, expiration dates, or lapses in funding. If there are any lapses in funding, then the grant monitor notifies the grant coordinator, CFSA's Chief Financial Officer (CFO), and the program deputy.
4. Prepares and submits to the grant coordinator reports detailing grant expenses against the grant budget.
5. Obtains and verifies required deliverables in grant agreements and annual (or more frequent, depending on the grant agreement) performance reports, and provides copies of said deliverables to the CO as appropriate.
6. Collects final performance reports (due 90 days after the expiration date or termination date of grant support).
7. Ensures that grantee fiscal records are in order, such that the records:
 - a. Identify the source and application of funds for grant supported activities
 - b. Reflect actual spending against project budget
 - c. Support expenditures with source documentation such as canceled checks, paid bills, payrolls, contract, and award documents
8. Closes out grants in accordance with District regulations:
 - a. When it's determined that all administrative actions and required work is completed, then the grant is closed out.



- b. Upon termination, provides an accounting of the funds expended, obligated, and remaining under the grant to CFSA's CFO.
- c. Informs the grantee that financial, performance, and other reports are due within 90 days of expiration or termination of the grant.
- d. Submits formal grant modifications to CFSA's Grant Coordinator.

V. Grant Monitoring - When CFSA is the Grantee, the grant monitor:

- 1. Collaborates with programmatic stakeholders to ensure that the Agency completes grant-related activities and requirements.
- 2. Works with programmatic stakeholders to manage fiscal activities under the grant.
- 3. Maintains records that identify the source and application of funds for grant-supported activities.
- 4. Documents actual expenditures against budgeted amounts for each grant.
- 5. Keeps coordinator apprised of all requirements and financial and programmatic activities involved with the grant.

