

Subrecipient Applications, Management and Monitoring

Health Finance

November 8, 2022

Special Olympics



Subaward/Subgrant Objectives



- ❖ Partnership in Special Olympics movement
- ❖ Wider programming network and resource base
- ❖ Shared project objectives, work plans and budget resources
- ❖ Trust and common understanding of project objective

Subgrant Life Cycle



1. Pre-award Application Process

- Identify project objectives, outcomes and responsibilities
- Estimate project cost, budget, VIK
- Subgrantee submits application & budget for Regional Health Manager (RHM) initial review
- Legal screening and financial review by Grants Administrator
- Project matrix and targets reviewed by Project Discipline/ Technical Manager
- Revisions/ updates coordinated by RHM
- Final review and approval by Project and Finance Director
- Subgrant approval and agreement sent to subgrantee program

2. Post-award Monitoring Process

- Subgrant approval and agreement sign off + Disbursement
- Subgrantee monitoring and review of project process and financial review
- Periodic Project Monitoring, Desk Audits, Site Visits and Capacity Building
- Subgrantee submits final progress reports (HAS, Evaluation, Project Matrixes) and financial reports
- Close out: Final financial reports are reviewed by finance team

Compliance Requirements



- ❖ SOI's internal policies & procedures
- ❖ Donor guidelines including Uniform Administrative Requirements/ Cost Principles and Audit Requirements for Federal Awards - 2 CFR 200
- ❖ Subpart E:
 - ✓ Subrecipient Monitoring and management: 2 CFR 200.331 to 2 CFR 200.333
 - ✓ General Provisions/ Cost Principles 2 CFR 200.400 to 200.475
 - ✓ Basic Considerations - Allowable, Reasonable, Allocable
 - ✓ Direct and (F & A) Indirect Cost
 - ✓ Unallowable Costs: 2 CFR 200.421 to 2 CFR 200.469

Subgrant application Process Flow



1. **Submit subgrant applications by stipulated submission due dates:** *Application in “Draft” status in Smart Simple*
2. **RHM reviews and requests Regional President for application review and approval. Thereafter officially submitted to SOI Headquarters:** *Application is in “Regional Manager Review” status*
3. **Health Finance team reviews:** *Application is in “Finance Review” status*
 - ✓ Application, project info/proposed timeline
 - ✓ Key Personnel screenings and Accreditation check
 - ✓ Budget justification and cost breakdowns
 - ✓ Overdue reports/surplus owed
 - ✓ VIK template
4. **If revisions are required**
 - ✓ Application sent to Regional Manager to follow up/work with program
 - ✓ Program to revise budget template/provide clarification, then resubmit
5. **Discipline Manager review/ Primary Programmatic Review** (revisions could be requested)
6. **Final/Secondary Programmatic, then Finance Director to approve** (revisions may be requested)

Subgrant Budget Development Process - 1



- ❖ Valid SOI accreditation for Programs in date of application
- ❖ Identify budget categories/ line items/unit costs/quantity
 - Staffing (*Salaries, Benefits*) – *not eligible for all subgrants*
 - Experts/ Advisors/ Consultants
 - Project Direct Supplies (*Clinical and others*)
 - Travel (*Air Travel/ Own Car, Room Rental, Meals & Incidentals*)
 - Meetings, Conferences and Event Facilities/ Logistics
 - Value In Kind (VIK)

Subgrant Budget Development Process -2



- ❖ Eligible expenses vary depending upon project/ event
- ❖ Realistic budget per current market quotes/ estimates (no lump sum)
- ❖ Each budget line item must be itemized with quantities and unit cost
- ❖ Alcohol is not reimbursable
- ❖ Gift cards/cash incentives/entertainment costs are not allowable
- ❖ Timesheets & salary verification required for salaries
- ❖ Key Personnel personal details required – for legal screening

Need for Budget Monitoring



- ❖ Costs incurred appropriately per SOI approved budget
- ❖ Project activities and costs limited to approved subgrant period
- ❖ Must not change any project discipline/budget line item specifically approved from a particular donor funding source
- ❖ Must maintain up to date project accounts and records of expenses
- ❖ Review budget vs. actual expenses regularly (monthly/ quarterly)
- ❖ Prior approval from SOI thru RHMs before making any changes to key personnel, event dates, project scope, and budget redirection of more than 10%

Budget Redirection/Change Requests



- ❖ **Change Requests include:**
 - Change to project scope or event date
 - Addition of new budget category/ line not approved earlier
 - Moving more than 10% within same or different approved budget categories
 - Moving any budgeted amount from one to another project or funding source
- ❖ **Prior approval requests must be submitted as soon as possible and no later than 10 (ten) days before subgrant end date.**
- ❖ **Requests are submitted via subgrant application in Smart Simple**
- ❖ **Complete the redirection template to show original approved budget and your proposed redirection.**

Change Request Walkthrough in Smart Simple

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Subgrant Approval and Agreement Process

Smart Simple



- 1. Subgrant approval notification/ subgrant award letters sent to Programs via Smart Simple**
- 2. Primary contacts receive email notification of approval only (without DocuSign link)**
 - *Please note: the primary contact and the CEO/Board Chair cannot be the same person*
 - *For Federally funded subgrants: the primary contact will receive a notification to additionally complete FFATA/Lobbying/Non- Construction certifications in Smart Simple.*
 - *Upon completion of Certification, Smart Simple will trigger another email to CEO/Board chair.*
- 3. Separate email with DocuSign link to the subgrant agreement will be sent to CEO/ Board Chair for signature, who must review and confirm:**
 1. Terms & Conditions of agreement and final approved subgrant amount
 2. Disbursement schedule and reporting requirements/dates
 3. Sign off and date the agreement within 7 days of its receipt
- 4. CEO/Board Chair must complete the DocuSign signature process**
- 5. Upon receipt of the signed agreement, SOI will disburse up to 85% of the approved amount as advance**
- 6. Subgrant application status is Active**



Prerequisites for Disbursements

❖ First Disbursement

- ✓ Approved Project Activities & Budgets
- ✓ Signed/dated Subaward/ Subgrant Agreement
- ✓ (Federal only), FFATA, Lobbying Certificate, Non-Construction Certificates
- ✓ All Past Reports (Expenses, HAS and Evaluation) Cleared
- ✓ All Overdue Surplus (if any) Refunded

❖ Second and Subsequent Disbursements

- ✓ First Disbursement Pre-requisites, ***Plus***
- ✓ Satisfactory Project Progress/Final financial report
- ✓ First Disbursement Funds fully utilized
- ✓ Need for Additional Funds to complete Approved Project
- ✓ Satisfactory Findings of On-site/ Desk-audit Reviews

Reporting Process in Smart Simple



1. Financial Reporting Template
 - ❖ Complete financial reporting template in Smart Simple: Actuals incurred during subgrant period
 - ❖ Designated Fiscal Contact will need to complete *(if applicable)*
 - ❖ Use Final Report template, complete as per the Original Approved Budget
 - ❖ Use “Comments” column to add additional info, receipt reference, partial amount claiming ..etc
 - ❖ Certification, person authorized on behalf of Program
2. Supporting Documentation
 - ❖ Timesheets and salary verification (monthly), records of bills, invoices, receipts, mileage logs
 - ❖ Invoices/receipts to be legible and includes a date
 - ❖ Per Diem - list of volunteers
 - ❖ Label receipts, bills, invoices etc. and then upload in order of budget categories, lines & disciplines
 - ❖ Translation for receipts not in English and currency exchange specified (how much claiming in USD)
3. What if not submitted timely;
 - ❖ Delayed disbursement of remaining subgrant amount
 - ❖ Delayed approval of any new funding application
 - ❖ May need to refund all subgrant advances received
 - ❖ “Risk” increases during subgrantee performance analysis

Reporting Walkthrough in Smart Simple

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Point of Contacts



Health Finance

- ✓ **Sanat Pattanaik** – Oversee all matters relating to the finances and operations of the health programs
- ✓ **Laila Rabah** – *Oversight of subaward management and monitoring, Staff Time and Effort allocations, Online Grants Management system (Smart simple) in relation to subgrants*
- ✓ **Erik Ellis** – *Subawards Review, Approval, Disbursements, Procurement/CAF review*

IT /Smart Simple Support

- ✓ **Stasha Mayhew**

Questions?

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