

**Tip Sheet – Additional Oversight Requirements**

The following are suggestions for providing additional oversight or grant contract agreement requirements for common risks identified in the preaward risk assessment conducted in accordance with [OGM Policy 08-06: Preaward Risk Assessment of Potential Grantees](https://mn.gov/admin/government/grants/policies-statutes-forms/). These suggestions could also be considered for a first-time grantee or situations where agencies need to provide enhanced oversight.

**Segregation of Duties**

* Require monthly board or executive officer review and approval of expenditures.
* Require grantee to obtain services of a third-party bookkeeper.
* Grantee to hire additional staff.

**Lack of Experience with State Grants**

* Grant management training through third party.
* Agency partners grantee with a more experienced grantee.
* Agency led trainings or coaching sessions for grantees.
* Provide technical assistance meetings with agency staff.
* Agency provided training manuals on specific compliance requirements, e.g. bidding and contracting.

**Inadequate or insufficiently documented policy and procedure**

* Grantee to develop documented policies and procedures and submit copy to agency.
* Grantee to train staff on policies and procedures.
* Grantee to have policies and procedures reviewed and approved by board or executive officer.

**Turnover or Staffing Issues**

* Implementation of a system with supervisory review to track allowable grant costs.
* Grantee to develop plan to notify agency of key staff turnover and transition plan.

**Financial Reporting and Accuracy**

* Contract with a third-party bookkeeper, fiscal agent, or software system provider.
* Monthly reconciliations and tracking of receipts.
* Preapproval of certain expenditures, e.g. supplies, equipment, or travel.
* Submitting detailed invoices, with all supporting documentation, for first 3-6 reimbursement requests.
* Agency to conduct a financial reconciliation within the first six months of the grant.
* Training sessions where agency personnel demonstrate how to complete reimbursement requests and other required submissions.

### Programmatic Issues

* Agency site visits to observe grant activities and provide direct assistance.
* Grantee to provide more frequent progress reports, with more detail.
* Agency to provide grantee with specific performance indicators and data collection to report on so the agency can directly measure progress toward goals.
* Agency to conduct more frequent of focused monitoring.