

# **Grant Monitoring Risk Assessment and Planning**

**Purpose:** This sample template supports agency compliance with Office of Grants Management (OGM) [Policy 08-10](https://mn.gov/admin/government/grants/policies-statutes-forms/): Grant Monitoring. Agencies can use this template to identify grant risk factors and considerations to be addressed during monitoring (Part 1) and use this information to plan their monitoring activities and visit(s) (Part 2). Reference the training PowerPoints on monitoring and financial reconciliation on the OGM website for more information.

OGM encourages collaboration with your agency's risk management, compliance, or internal audit teams as appropriate to identify risk factors for grantees or grant programs.

### Grantee Name: Click or tap here to enter text.

### Grant and Award Amount:Click or tap here to enter text.

### Grant Contract Agreement Period: Click or tap here to enter text.

## Part 1. Identify Grant Risk Factors and Considerations

**Instructions:**

* In the table below**,** reflect on each of the potential risk factors and considerations in the left column and use the right column to document any risks, concerns, or questions that arise when considering the specifics of the grant..
* Then, use any Identified Risks, Concerns or Questions identified in **Part 2: Plan Monitoring Activities and Visit**.

| **Potential Risk Factors and Considerations** | **Identified Risks, Concerns, or Questions** |
| --- | --- |
| 1. **Pre-Award Risk Assessment**
* Were concerns identified based on the information provided during the grantee’s Pre-Award Risk Assessment (including financial information)?
* Were any terms and conditions added to or altered in the grant contract agreement to mitigate risk?
 | Click or tap here to enter text. |
| 1. **Additional Risk Factors**
* Are grant funds advanced?
* Is the grantee new to the state agency or new to being a state grant recipient?
* Has there been significant turnover at the grantee’s organization?
* Have you received any complaints about the grantee?
* Are there risks for fraud, waste, and abuse in the grant program? If so, describe.
* Have you had to make any amendments to the grant contract agreement?
 | Click or tap here to enter text. |
| 1. **Financial Controls**
* Does the grantee have sufficient financial tools or systems necessary to track payments and expenses?
* Have the expenditures been appropriate in relation to grant contact agreement terms?
* Has there been adequate documentation provided to support expenses?
* Have grant reimbursements been submitted timely?
* Has the rate of spend been reasonable or as expected according to the grant contract agreement’s approved work plan and budget?
* Does the grantee need to make any changes to the budget?
 | Click or tap here to enter text. |
| 1. **Programmatic Controls**
* What is the status of grantee progress reports? Have any grantee progress reports been significantly late, lacked information, or demonstrated insufficient progress?
* How can the agency learn more about the progress on grant deliverables outlined in the contract – including outputs and outcomes, that have been reported?
 | Click or tap here to enter text. |

## Part 2. Plan Monitoring Activities and Visit

 To enhance the effectiveness of monitoring and financial reconciliation, agencies should:

* Request and review relevant grant information prior to the monitoring visit.
* Organize monitoring activities to minimize the burden on the grantee, such as conducting financial reconciliations and desk reviews before in-person visits.
* Consider other available information sources, including:
	+ Risk assessment results and results from previous monitoring engagements.
	+ Complaints or concerns received about the grantee.

**Instructions:** Bring identified risks, concerns, or questions from Part 1 to the table below and complete the columns to identify the documentation needed, monitoring approach, and team members who will participate. Consider the following:

1. What additional information or documentation is needed to answer the questions or address the concern(s)?
2. What is/are the best approach(es) to verify or address the identified questions or concerns (in person, virtually, email, document review)?
3. Who in your agency are best positioned to assist, inform, and verify the risks, concerns or questions that have been identified?

| **Risk/Concern to Address** | 1. **Documentation Needed**
 | 1. **Monitoring Approach**
 | 1. **Team member(s)**
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