



Sub-Recipient Monitoring

From a State & Local Government Perspective

James Ha, CEO

Puerto Rico Governor's Federal Grants & Contracts Training Summit

San Juan, Puerto Rico

February 3-4, 2015

eCivis Mission

Transform and simplify the entire **grant funding** process to enrich the communities our clients serve.

eCivis Vision

1. Standardization of grant processes and data
2. Better collaboration and information sharing
3. Better, more efficient government through innovative technology



City of Los Angeles



City of Houston



City of Chicago



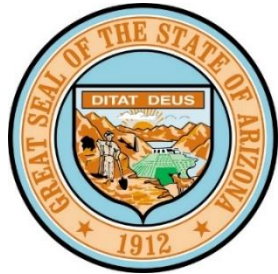
City of San Antonio



City of Detroit



City of San Diego



Arizona - Statewide



Wyoming
Dept. of Forestry



City of Pittsburgh



City of Atlanta



Mecklenburg County



Cherokee Nation



Los Angeles County



Cook County



Harris County



Maricopa County



San Diego County



Orange County

Objectives

1. Learn about common challenges and strategies to effectively implement or improve your sub-recipient monitoring plan.
2. Learn about web-based sub-recipient monitoring solutions.

Monitoring Grantee Projects

The purpose of project monitoring is to **improve** the **overall management of projects** to enhance their performance **by providing information and feedback to all parties** concerned.

Common Challenges

1. Inconsistent policies and data communication between primary recipient and sub-recipient
2. Disparate systems and inconsistent process management among various departments and grant awards
3. Lack of systems to consistently monitor and communicate with sub-recipients

City in Colorado

Challenge: City had disparate systems managing their grants portfolio. Pre-award data and post-award data were compiled from different siloed systems. The lack of centralization and management, including systems and processes to monitor and collaborate with sub-recipients, created costly inefficiencies.

City in Colorado

Solution: Map the City's complex grants policies and procedures into a set of required task and approval workflows, including files, and combine all this data into a single, centralized system.

- ▶ Created working groups to manage various approval tasks and critical processes
- ▶ Created required tasks based on their administrative policy and procedures manual
- ▶ Required that files associated with each task are reviewed and maintained at each step of the grants life-cycle

City in Washington

Challenge: Improve the monitoring of all sub-recipients.

City in Washington

Solution: Standardize the communication process and create real-time visibility into sub-recipient performance.

- ▶ Setup all sub-recipients and award allocations for each grant in a single, centralized system
- ▶ Setup project teams for each sub-award, which includes City staff and sub-recipient staff
- ▶ Assigned tasks to sub-recipients, including progress reporting, periodic financial review, and document requirements using collaboration tools within the system
- ▶ Required all files for each grant and sub-award by grant phase to be uploaded for easy access by anyone on the project team

County in Texas

Challenge: Centralize and improve the management of one of the largest local government grant portfolios in the nation (60+ departs and 750+ grant funded projects).

County in Texas

Solution: Integrate the County's financial and programmatic grants information into a single grants management system.

1. Created County-wide transparency by centralizing the management of all departmental grant data in pre-award, award, post-award and closeout phases
2. Combined programmatic requirements with fiscal grant data from the County's ERP system using system integration services – eliminating adhoc grant reporting from finance to department managers

State Governments

Challenge: Help state agencies, local governments, and non-profit organizations, find, win and manage grants

State Governments

Solution: Centralize and standardize state grant solicitations and application management through a single system.

- ▶ Combined and centralized programmatic and financial data into one system to allow for management of the state's grants portfolio in a single system
- ▶ Standardized processes in all phases of the grants life cycle using task and approval workflow features
- ▶ Standardized the solicitation process of all state grants by using web-based information sharing tools that allow for the creation of grant solicitations
- ▶ Standardized the application process by using collaboration tools to manage and review incoming applications

Keys to Better Monitoring

1. Identification and sharing of key data/information
 - ▶ Identify key data and information you need to share with sub-recipients
 - ▶ Use technology to share key data and information early and often – also provides a record
2. Effective processes and systems to share information and improve communication
 - ▶ Leverage new technology to improve communication – emails, like rotary phones, are outdated
 - ▶ If you can't get out in the field use technology (e.g. Skype for video meetings, it's free)
3. Complete and accurate records to facilitate project monitoring and information retrieval.
 - ▶ Again, leverage technology. There are hundreds of systems that allow for file sharing and storage
 - ▶ Governments are already using technology systems to perform audits and eliminate paper

Technology Options

1. Capterra (<http://www.capterra.com/grant-management-software/>)
2. Socialcast (<http://socialcast.com/>)
3. Zoho (<https://www.zoho.com/projects/>)
4. eCivis (<https://www.ecivis.com>)

Thank you!

James Ha, CEO

877.232.4847 ext. 5338

jha@ecivis.com