

CHAPTER 8. GRANTS ADMINISTRATION, FINANCING, AND AUDITS MANAGEMENT

- 8-1 Single Audit. Ensure that grantees have been notified of and are in compliance with the requirements of the OMB Circulars implementing the Single Audit Act: A-128 for State and local governments and A-133 for higher education or non-profit institutions.
- 8-2 Audits Management
- A. Ensure that disagreements are referred to the Regional Office in accordance with the time frame provided for in Chapter 7 of the Audits Management System Handbook (2000.6 REV-2).
 - B. Determine that Field Offices have instituted an acceptable system for ensuring that final action has been taken with respect to findings for which corrective action(s) had not been completed at the time of the management decision.
 - C. Check to see that a satisfactory process has been established to reconcile and update the Automated Audits Management System to accommodate changes in the status of active audit findings/recommendations.
- 8-3 Financial Controls
- A. Ensure that the Field Office is reviewing each electronic funds transfer payment request flagged for field review by the Letter of Credit Control System (LOCCS).
 - B. Ensure that the office has proper internal controls to ensure that funding documents are not released to grantees unless funds have been reserved by the Regional Accounting Division.
- 8-4 Debarment. Is the Field Office monitoring to ensure that grantees are not awarding grants, loans, or other forms of assistance to any party on the General Services Administration List of Parties Excluded from Federal Procurement or Non-Procurement Programs?

8-5 Monitoring

- A. Has the Field Office adequately monitored grantees, financial systems, including grant administration and recording and use of program income?
- B. Are the conclusions reached based on a proper understanding of grant administration requirements?

