

# Partnering in Fiscal Monitoring

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HIV/AIDS, Hepatitis, STD and TB Administration (HAHSTA)  
Presented by  
Financial Management and Administrative Service Division

*Supervisory Grants Management Specialist, Janice Walker*

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# INTRODUCTIONS & AGENDA :

## Topics of Discussion

- Understanding Your Grant Award
- Assurance Requirements
- Fiscal and Administrative Monitoring: Required Documents to Initiate NOGA and Post NOGA
- Invoicing Requirements
- Late Invoicing
- Understanding Your Purchase Order
- Questions & Answers



*We hope this training is helpful in  
monitoring the diverse programs at  
HAHSTA*

*Grants Management Team:*

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# Understanding Your Grant Award

When accepting the award, it is imperative that Sub-recipients read and understand the grant requirements outlined in the **Standard Terms and Conditions** and any additional terms and conditions of the award based on the requirements of the funding.

*All revisions and/or modifications to the original NOGA must be fully executed in the Enterprise Grants Management System (EGMS).*

# Assurance Requirements

## Certifications, Assurances and Disclosures:

Prior to signing the Grant Agreement, the Sub-recipient **shall have and maintain up-to-date documentation** of complete and current certifications and assurances on file with DC Health in EGMS as follows:

### Pre-Award Assurances

- Current Business License
- Certificate of Clean Hands from DC Office of Tax and Revenue – (dated **no less than 60** calendar days from date of the application submission)
- 501(c)3 certification for Non-Profit Organizations
- List of Current Board of Directors on letterhead, signed and dated by the authorized representative
- Insurance Policies – including a minimum of \$10M in Commercial Umbrella or Excess Liability and a minimum of \$2M in Cyber Liability Insurance

### Post Award Assurances (HAHSTARFAs@dc.gov)

- Certificate of Occupancy
- Medicaid Certification, if applicable

# Fiscal and Administrative Monitoring

## Required Document

Initiate NOGA		Post NOGA Documents	
Standard Terms and Conditions (ST&C)	Document Description	EGMS Applicant/Sub-Awardee User Guide (SAUG)	Document Description
B.3. a & b	Categorical Budget	SAUG Pg. 58	Budget Modifications
B.3. a & b	Work Plan & Scope of Work	SAUG Pg. 60	Personnel Amendments
B.3.c	Spending Plan	ST&C B.3.c.I	Cost Allocation Plan
B.4	Personnel Schedule (Staffing Plan)	ST&C B.3.c.II	Summary of Funding Sources
		ST&C F.6	Transition Plan for Continuity of Services
		ST&C 13.d	Policies and Procedures
		ST&C F.8	Program and Financial Close-out Reports

# Invoicing

# Invoicing Requirements

The invoice process is completed in a two-step process that uses EGMS and the DC Vendor Portal

## Step 1.

Sub-recipient submits the invoice cover sheet with the minimal required supporting documentation (*general ledger, financial report for each service category, signed timesheets, payroll register, and progress report*) by the **10<sup>th</sup> business day** after the end of each month in EGMS. The GMS may request additional documentation, such as consultant invoices, if necessary.

Once the invoice has been fully approved in EGMS, the system will generate a *Payment Authorization Notice (PAN)* that is sent via email to the **Primary** Sub-recipient representative.


## Step 2.

The Sub-recipient has three (3) **business days** within receipt of the PAN to submit the payment request into the DC Vendor Portal.



# Sample Invoice

**INVOICE**  
**HIV/AIDS, HEPATITIS, STD, TUBERCULOSIS ADMINISTRATION**  
**DC|Health**  
 Government of the District of Columbia

					
				Date Received (Agency Use Only)	
Vendor Name				Grant/Contract Number 21E###	
Vendor Payment Address				Invoice Number 21E###MAR21(-Voucher#)	
				Billing Period 3/1/2021 to 3/31/2021	
				Grant Period 3/1/2021 to 2/28/2022	
Fed ID No.				Service/Program	
		(2) Expenditure MARCH TOTAL		(3) Year-to-Date Expenditures	
1. Salaries and Wages				\$ -	
2. Fringe Benefits				\$ -	
				(4) Current Balance	
				\$ -	
				\$ -	
				% Spent	
				#DIV/0!	
				#DIV/0!	

# Sample Voucher for Resubmitted Invoice

Exceptions Approval Flow Invoice Order Receipts History

Display: Exceptions you have permissions to reconcile

Invoice #

Invoice: **Invoice Number on Resubmitted Cover Sheet  
Must Match, i.e., 21E###Mar21-Voucher #**

Supplier

Mail Cod

Supplier

Retainage Flag:

Payment Terms: (no value) [ select ]

DC POC Email:

Packing Slip ID:

Ship Date:

Vendor Comment: March Invoice 2021

Vendor Contact

Vendor Email:

Vendor Phone:

My Labels:  [Apply Label...](#)

# Late Invoicing

## Submissions in EGMS

If the invoice is not received by close of business on the 10th business day, on the 11th business day the Grants Management Specialist (GMS) shall send an email reminder. A second email will be sent if the invoice is not received within five business days. The Supervisory Grants Management Specialist will send a Third Late Notification Letter if the invoice is not received within five business days. After the Third late notice, a formal DC Health Notification of Non-Compliance from the Office of Grants Management (OGM) will be issued. OGM will assign a high-risk rating to all grants issued and/or pending. The Sub-recipient must submit an agency-level corrective action plan to OGM within 7-business days. If not submitted on-time or at all, OGM will initiate a change in the grant status (e.g. award reduction, stop work order, or termination).

## Submissions in DC Vendor Portal

If the invoice is not received in the DC Vendor Portal by close of business on the third (3<sup>rd</sup>) business day, a late invoice reminder will be sent to the Sub-recipient by the GMS on the fourth (4<sup>th</sup>) business day. If the invoice has not been received according to the dates noted in the late notice reminder, the GMS shall follow up with an email. If the invoice has not been submitted, a Remediation/Corrective Action Plan (CAP) may be implemented in accordance with Remediation/CAP guidance.

# Understanding Your Purchase Orders

Purchase orders are set up according to the grant award as follows:

Part A Regular Direct	\$ 101,629.00
Part A MAI Direct	\$ 75,758.00
Part A Regular Adm.	\$ 10,163.00
<u>Part A MAI Adm.</u>	<u>\$ 75,76.00</u>
Total	\$ 195,126.00

## Submitting Expenditures on the Appropriate Line

The Sub-recipient is responsible for ensuring that the correct expenditures are invoiced on the appropriate line item. Please work with your assigned GMS if there are any discrepancies.

# Questions?

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# DC | HEALTH

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For more information on the District's COVID-19 response, visit [coronavirus.dc.gov](https://coronavirus.dc.gov)