

# Partnering In Fiscal Monitoring Summary

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March 29, 2023

# Summary

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## Assurances

All Sub-recipient **must maintain up-to-date documentation** of complete and current certifications and assurances on file with DC Health in EGMS

## Invoicing

The invoice process is completed in a two-step process that uses EGMS 2.0 and the DC Vendor Portal.

Step 1. Sub-recipient submits 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 15th day after the end of each month in EGMS. 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.

## Late Invoicing

Sub-recipients will receive a late invoice notification when an invoice is not submitted in EGMS by the 15th of the month. After the 3rd 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.

# Summary

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## Late Invoicing (cont)

Sub-recipients will receive a late notice reminder on the 4th business day when the invoice is not received in the DC Vendor Portal by close of business on the 3rd business day

## Understanding Your Purchase Order

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

Part B Regular Direct	\$ 101,629.00
Second Source Funding Direct	\$ 75,758.00
Part B Regular Administrative Cost	\$ 10,163.00
Second Source Funding Admin. Cost	\$ 75,76.00
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.

## Site Visits


Comprehensive site visits are no longer suspended. Please expect in-person site visits going forward.

# DC | HEALTH

GOVERNMENT OF THE DISTRICT OF COLUMBIA

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