

OCS Federal Monitoring

CSBG State Assessments

2017 NASCSP Annual Training Conference

Tuesday, September 19, 2017, 9:00am

Presenters: Seth Hassett, Director, Division of Community Assistance & Elisha Anderson, Auditor, Financial Operations & Accountability Branch



State Selection Criteria

- Four Review Criteria:
 - Length of time since last full onsite state assessment
 - Review of Program and Financial Information
 - CSBG Funding Allocation
 - Analysis of Single Audit findings for CSBG and other ACF programs



State Assessment Process – Pre-Planning Field Work

- Engagement Letter
 - Request for supporting documentation
- Review of Documentation
 - Verify state plan assurances
 - Evaluate state monitoring of eligible entities
 - Review Single Audit procedures for state and eligible entities
- Fiscal Analysis
 - Analysis of nonprofit eligible entities' financial position
- Coordinate with State CSBG Office
 - Select eligible entities for a site visit
 - Identify specific technical assistance needs of the state



State Assessment Process – Field Work

- Kick Off Meeting
 - Explanation of the process and anticipated deadlines
- Interviews with key staff, perform observations and sampling
 - Program and Fiscal Monitoring staff
 - Financial and Accounting representatives
- Using the State Assessment Tool
 - Assure compliance to CSBG and Appropriations Acts
 - Assure compliance to Block Grant rules and other requirements
- Exit Conference
 - Report observations, questioned costs, and potential findings
 - Discuss opportunities for improvement
 - Discuss areas of strengths and weaknesses
 - Discuss draft report and next steps



State Assessment Process – Post Field Work

- Wrap Up Workpapers
 - Address instances of best practices, exceptions, and open items
- Prepare Draft Report
 - Meet the Federal Accountability Measure – 30 Days
 - Respond within 30 Days
- Final Report
 - Incorporate state responses into the report
 - Evaluate the response and determine next steps
- Follow Up
 - Periodically check in to determine if any necessary corrective action was implemented
 - Share observations that are not reportable with the state, if applicable



Common Observations

Strengths

- Strong use of technology to improve communication with eligible entities
- Some states provide CSBG funds to eligible entities quickly
- Reviews of Organizational Standards have generally been robust and well supported
- Significant issues with eligible entities have been properly shared with OCS Program Staff



Common Observations (cont.)

Opportunities for Improvements

- In some states, CSBG funds were not disbursed to eligible entities on a timely basis
- In many states, improved risk assessments would allow for more efficient use of state monitoring resources
- Reduce the length of time in Tripartite Board vacancies
- Follow up on Single Audit issues, including other program or financial
- Errors in Federal Financial Reporting (SF-425)
- Late draws of CSBG Funds





Thank you

