

Project Monitoring and Documentation Overview

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Program Manager

Monitoring Requirements

- Frequency
 - Based on your annual Risk Assessment
 - Award Amount & Program Complexity
 - Previous Audits & Funding Usage
 - Timeliness of Reporting
 - Staffing Changes
- Types of Monitoring Visits
 - On Site
 - Virtual
 - Desk Reviews

Project Monitoring

- Discussion about progress, problems, successes, etc.
- Recommendations, if necessary.
- Upcoming events, dates, and deadlines.

Project Monitoring

- Training, activity/timesheets, financials and citation/warnings, internal controls
- Equipment tagging and inventory
- Inspection of project records
- **Records must be kept a minimum of 3 years!**

Monitoring Report

Monitoring reports contain the following information:

- Expenditures to-date, as reported
- Identified problems or shortcomings
- Recommendations made and/or assistance provided
- Areas of commendation

You can review your grant's monitoring reports once they are complete.

Review Question:

How is the frequency of project monitoring visits determined?

Based on your annual Risk Assessment

Documentation Requirements

ACTIVITY

FINANCE

EQUIPMENT

TRAVEL

Activity Documentation

- Activity sheets, signed by employee/officer and supervisor
 - Days and hours worked
 - Agency name
 - Activity summary (#of stops, written warnings and/or citations, categorized)
 - Signatures (employee and supervisor)
 - Fraud statement

Law enforcement activity sheet templates will be provided by your program manager.

Salaried Employees

Time accountability is key for a salaried employee

- Various forms of automated time reports
- Detailed description of activities with dates and time
- Copy of calendar with appointments and activities related to OHSO-funded position
- Must contain **Employee** and **Supervisor** signature
- Fraud statement

Payroll Documentation

- Employee pay rates
- Changes in pay rates, as they occur
- Summary of payment(s)
 - List of individual payments, dates, and hours worked
 - Hourly rate(s)
 - Overtime rate(s), if applicable
 - Benefits paid, if applicable
 - Total paid and payroll date
 - Signature of Finance Officer

Contractual Employees

Confirmation of project services:

- Detailed description of activities with dates and times
- Confirm hours devoted to the project, if applicable
- Evidence of project services completed
- Must provide proof of payment to contractor
- Customary travel documentation

Documentation for Purchases

- Proof of purchases (operating costs or equipment)
- Signed and dated receipt of goods
- Purchasing and inventory control policies
- Verification of training on equipment, if applicable
- Buy America Act (BAA) certification required for pre-approved equipment over \$5000

Review Question:

Are citations included with your monthly report submissions in the OGX system?

NO - Because they include personal information about the public. They should be included in project files maintained at the agency level.

Planning Travel

Where are you going?

- Location NOT listed in the grant? Contact Program Manager for pre-approval!

When are you going?

- Register as early as possible to save funds
- Travel Status – applies to trips more than 60 miles away
 - Travel status begins when you leave, up to 24 hours prior to the start of the event, and ends when you return, or up to 24 hours after the event concludes. This is important information in calculating per diem, if applicable.

Planning Travel

How are you getting there?

- Flying?
 - Book an **ECONOMY** ticket! We cannot reimburse business or first class.
- Driving?
 - Requires a cost comparison to show that driving is cheaper
 - Print flight prices to compare to the cost of mileage

Planning Travel

Where are you staying?

- Conference Hotel or Approved Conference Overflow Hotel?
 - Conference-approved rate is reimbursable, even if it is above the federally-approved rate. Proof of conference rate is required.
- Other Hotel?
 - Reimbursed at federally-approved rate, NOT the conference rate
- Travel to and from airport is reimbursable.

Planning Travel

Per Diem or Meals?

- Per Diem?
 - Maximum allowed is the federal reimbursement rate
 - Meals provided by the event will reduce the per diem allowed
 - OMES recommends agencies use a per diem calculation tool, such as this [Federal GSA Per Diem Calculator](#), to calculate per diem for travel reimbursement.
- Meals?
 - Must show all itemized receipts – cannot reimburse alcoholic beverages
 - Cannot exceed amount of what per diem would have been, if requested
 - Tips can be reimbursed, if the agency policy allows and the amount is less than or equal to per diem

Travel Reimbursement

Required Items for Submission

- Dates and times of travel status – Travel summary form is available from your Program Manager
- Mode of Travel – Air or Drive
 - Flight
 - Need receipts for flight and baggage, if applicable
 - Drive
 - Need mileage (map or odometer reading) and cost comparison to flight

Travel Reimbursement

Required Items for Submission

- Meals or Per Diem – need receipts for meals or proof of per diem rate
- Proof of agency reimbursement to employee
- Mileage is reimbursed at \$0.625 per mile set by the State. Some agencies have their own rate. The rate is subject to change so you should check with your Program Manager.
- Workday mileage is calculated from your duty station. Off-day travel is calculated from your home.

Travel Reimbursement

Important References to Bookmark

- [Oklahoma State Travel Reimbursement Act](#)
- [Oklahoma State Travel Policy](#)
- [Federal Reimbursement Rates](#)
- New Method for Calculating Per Diem – Effective Nov. 1, 2022

Review Question:

What must be included in documentation necessary for reimbursement of mileage?

- 1) Address of starting location and destination.
- 2) Activity must be necessary for the project.
- 3) Map miles or odometer readings.
- 4) Proof of reimbursement for personal vehicle use, if applicable.

Organizing Documentation

Organizing activity sheets, timesheets, and financial documentation in your attachments greatly assists OHSO in the timely processing of your claims.

- Chronological order
- Alphabetical order
- Attachments accurately labeled
- In order of your expenditure report/invoice and/or OHSO Budget Details

Common Errors

- Missing signatures (invoices, activity sheets, receipt of goods, etc.)
- Activity/Purchase is non-reimbursable
- Missing documentation on purchases
- Pay rate is inconsistent
- Expenses not pre-approved, if applicable

Questions?

Contact your Program Manager.