

Ohio Department of Health  
Grants Administration  
Policies and Procedures Manual

**Frequently Asked Questions & Answers**

<b>Q's &amp; A's: Frequently Asked Questions &amp; Answers</b>		
<b>Effective Date:</b> 05/01/2003	<b>Revision Date:</b> 05/01/2003	<b>Revision:</b> #1

This Chapter provides answers to subgrantee frequently asked questions during the administration of ODH grants.

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# Ohio Department of Health Grants Administrative Policies and Procedures Manual

## Frequently Asked Questions

<b>Q &amp; A's:</b> Frequently Asked Questions – Flexibility Policy		<b>GAPP Ref:</b> Chapter 300/Section 306
<b>Effective Date:</b> 05/01/2003	<b>Revision Date:</b> 05/01/2003	<b>Revision:</b> #1

**What does subgrantee flexibility mean?**

- Authorization to submit fewer budget revisions, for one calendar year on all grants received by the agency.

**What are the determining factors for agency flexibility?**

- Agency assurances filed December with each grant submission
- Agency audit sent to ODH no later than 9 months after the agency fiscal year
- Agency EEO assurances met, per questionnaire from ODH EEO office
- Agency original Electronic Funds Transfer form filed with each grant submission
- Agency evidence of non-profit status on file (non-governmental only)
- Agency Budget Section D completed with each grant submission
- All agency overpayments of \$25 or more returned to ODH with final expense report
- Satisfactory past performance on every project funded
- Filing of expense and programmatic reports by the requested due date
- All project special conditions satisfied and responded to within 30 days of notification
- All aspects of the RFP addressed satisfactorily

**Are agencies notified of their flexibility status?**

- YES, every year agencies having ODH grant(s) during the prior calendar year are evaluated and sent letters in January regarding their flexibility status.

**Can I determine if my agency is flexible by looking on the Internet?**

- No

**How can I determine what is preventing my agency from being flexible?**

- This information is contained in your January notification letter, which is sent to the director or head of the agency.

**Can our agency appeal the flexibility assessment?**

- YES, your appeal must follow the guidelines in the notification letter.

**My project has had a grant with ODH for a number of years; we have complied with all grant requirements and have always done a great job, why don't we have flexibility?**

- Flexibility is based on the agency and all projects' compliance with all ODH grant rules and requirements. A single project alone does not determine flexibility.

**When can my agency start working on obtaining flexibility status?**

- Start Now! Immediately comply with all grant requirements and/or ask for technical assistance. The goal of ODH is for all agencies to be compliant.

**Is the flexibility period based on my specific project?**

- NO. Flexibility is based on a calendar year (January 1 – December 31). Regardless of the project budget period.

**Are quarterly expense reports submitted differently for an agency that has flexibility?**

- NO, quarterly expense reports are the same for all projects. Flexibility does not change reporting requirements.

**My agency is authorized for flexibility; does my program still have to comply with GAPP Chapter 300?**

- YES, all agencies funded by ODH must comply with all components of GAPP.

**My agency has flexibility; we have some critical equipment and supply needs. The project budget currently has nothing in the Equipment or Other Direct Costs category, can we make the purchases?**

- NO, the category must exist in your latest approved budget before you can expend funds from that category, regardless of your flexibility status.

**My agency had flexibility last year when my specific project budget period began; can I assume that my project's budget is flexible for the entire period?**

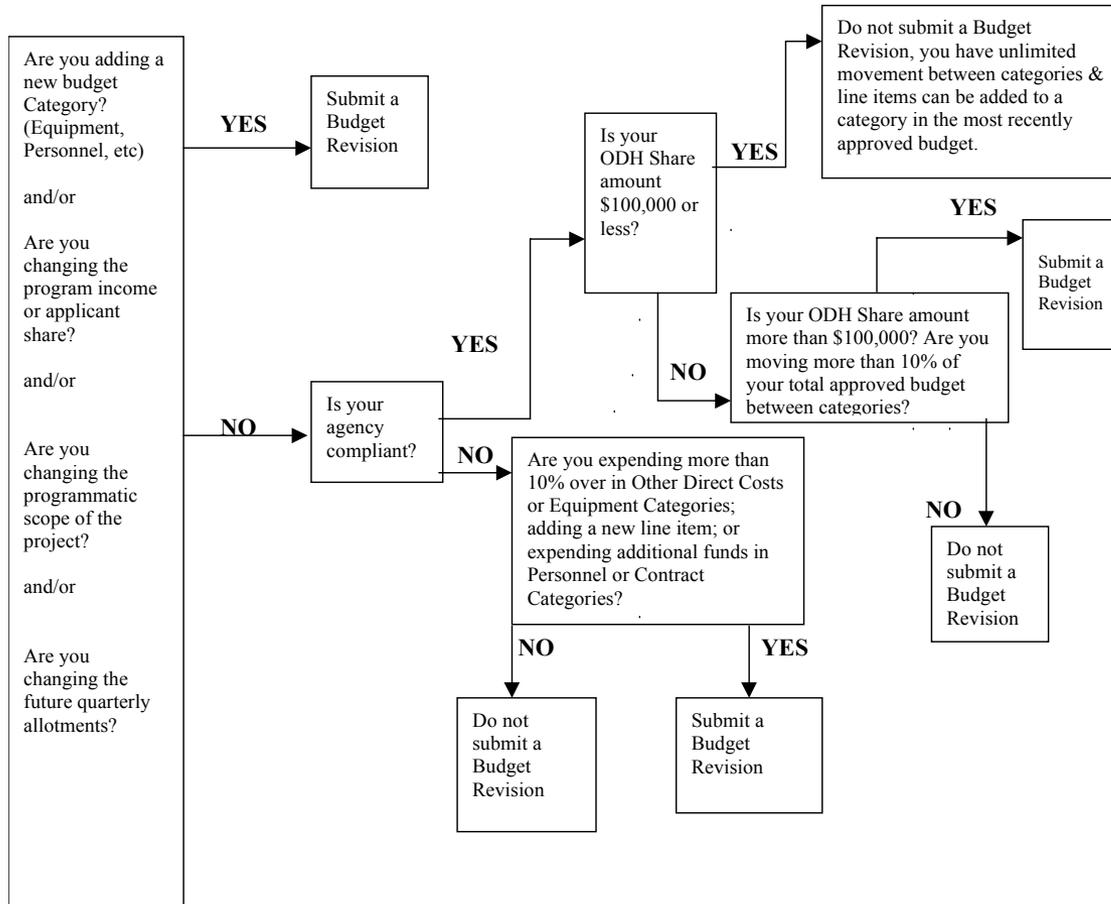
- NO, you must check each January to be sure that your agency has maintained its flexibility status.

# BUDGET REVISION CRITERIA

REFERENCE: GAPP, CHAPTER 300,  
Section 306.0

What happens to a Budget Revision that is submitted when it is not required?

- These Revisions are Disapproved, because additional authority to change the Budget is unnecessary.



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**Frequently Asked Questions**

<b>Q &amp; A's:</b> Frequently Asked Questions – On-Site Team Review		<b>GAPP Ref:</b> Chapter 100/Section 109
<b>Effective Date:</b> 05/01/2003	<b>Revision Date:</b> 05/01/2003	<b>Revision:</b> #1

**What is it?**

An on-site team review is a review of a subgrantee's records to make sure that the operations of the project and the ODH are in compliance with the Grants Administration Policy and Procedures (GAPP) manual.

This is not an audit. It does not satisfy the audit requirements of Section 108 of GAPP.

This is a new monitoring activity. The first on-site team reviews took place in August of this year.

**Why?**

There are two primary reasons.

- 1) As a pass-through agency ODH is responsible for monitoring the activities of current subgrantees to ensure that federal and state funds are used for the authorized purposes. The team review is just one of ODH's monitoring efforts to ensure that the operations of ODH and local projects comply with GAPP.
- 2) The second reason is the department's desire to provide better customer service to the local projects by streamlining the department's on-site visit activities. The goal is to reduce the number of visits, by combining the visits from the program, audit and grants administrative units of the department into a single visit.

**Who?**

Currently the review team consists of members of the department's Internal Audit Unit. In the near future (next year) the team will be expanded to include staff from the GAU and program areas of ODH.

**When?**

The department's current goal is to visit eight projects per month. This pace will increase in the future.

Currently this effort is focused on subgrantees with grant awards of less than \$100,000.

The GMIS bulletin boards will be used to provide initial notice that a project will be contacted to schedule a team review.

**“What can I expect when a team review is scheduled for my agency?”**

1. To minimize the time required by the visit and to provide better customer service, you will be requested to provide information prior to visit. Attachment #1 is a listing of the materials currently requested prior to the review.
2. An example of the type of information could be requested prior to the visit is the agency’s policy manual or other documentation describing the role of the oversight body and its’ relationship to the project director. Here the question is “Is the oversight body engaged in the operations of the project and available to guide the project director?”
3. The written notice of the visit will contain a list of materials that must be made available at the time of the visit. Attachment #2 is the current listing of materials that must be available at the time of the review. Currently the review of these records is designed to determine whether an accounting system exists which can: support the information reported on the expenditure reports; allow tests to be performed to confirm adequate documentation of costs; provide proof of cash; and, verify deposits and disbursements.
4. The list of materials requested will be expanded to meet programmatic requirements when the program consultants join the review team.
5. A draft report will be prepared and made available for your response within approximately thirty days of the review.

**What is the Department’s Goal?**

To ensure compliance with GAPP and provide better customer service.

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**Frequently Asked Questions**

<b>Q &amp; A's:</b> Frequently Asked Questions - Audit		<b>GAPP Ref:</b> Chapter 100/Section 108
<b>Effective Date:</b> 05/01/2003	<b>Revision Date:</b> 05/01/2003	<b>Revision:</b> #1

**What is an Audit?**

An audit is an agency wide review conducted by a qualified independent auditor on an annual or biannual basis. If the audit is conducted on a biannual basis, the audit covers both years.

**Why does my agency have to have an audit?**

Under GAPP rules every agency, which receives funds from ODH, must have audit performed.

**What are the types of audits?**

There are two types of audits. The first is a "financial audit" and it is performed where an agency expends less than \$300,000 in federal funds. The second type is a "single audit" is performed where an agency expends more than \$300,000 in federal funds.

**Are the costs of preparing an audit allowable?**

Costs for a financial audit not allowable.

Costs for a single audit costs may be allowable if they are distributed across all of an agency's sources of funds, budgeted and, approved.

**When does the audit have to be completed?**

The agency must receive a completed copy of the audit within nine months of the close of the agency fiscal year.

**The agency has under gone an ODH team review is an audit still needed?**

Yes, an audit is still needed. A team review is not an audit.

**What should the agency send to ODH?**

For a single audit you should send a copy of the audit report, the data collection form, the management letter (if applicable), and the agency's response to any recommendations.

For a financial audit you should send a copy of the audit report the management letter (if applicable) and the agency's response to any recommendations.

**When is the agency's audit package due to ODH?**

The report must be received by ODH within thirty days of the agency's receipt of the report.

**How does ODH determine that the audit has submitted on time?**

For audits performed by the auditor of state, ODH uses "clerk certification" date that is on the last page of the audit report. For all other audits ODH uses date on independent auditor's submittal letter.

If the agency received the report on a date other than dates listed above, please provide this information in the cover letter to ODH.

**Where is the audit information to be sent?**

The audit materials should be sent to:

**Ohio Department of Health  
246 N. High Street  
Grants Administration  
Central Master Files, 4<sup>th</sup> Floor  
Columbus, Ohio 43215**

**What is the follow-up process for each audit report submitted to ODH?**

Upon receipt the audit is reviewed for the following information:

1. Have the completion and submittal time frames been met?
2. Is the audit package complete?
3. Are there any findings which relate to ODH funds?

After this review, where there are findings related ODH funds, a follow-up letter is sent to the agency requesting responses to the findings.

This process is followed for each audit.

# Independent Audit Requirements

