

Monitoring and Closeout Overview

Fort Bend County SLFRF Non-Profit Partnership Grant Program

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Hagerty Consulting, Inc.



Introductions



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Community Impact



American Rescue Plan Act

- American Rescue Plan Act of 2021 (ARPA) (Pub. L. 117-2) was signed into law on March 11, 2021
- The Coronavirus State and Fiscal Recovery Funds (SLFRF), established by ARPA, provided \$350 billion to state, local, and tribal governments.

Eligible Uses:



Respond to the COVID-19 public health emergency or its negative economic impacts.



Provide premium pay for essential workers.



Replace lost public sector revenue to strengthen support for vital public services and help retain jobs.



Invest in water, sewer, and broadband infrastructure.



Fort Bend County SLFRF

Total Fort Bend County SLFRF Allocation

\$157 MILLION

Total Allocation to SLFRF Non-Profit Partnership Grant Program

\$19.4 MILLION

Total number of Non-Profits that received SLFRF Non-Profit Partnership Grant Program Funds

74

Improve outcomes for local communities and residents traditionally left behind and underserved.



Enable non-profit organizations to hire more personnel and deliver services on which members of the community depend for their own relief & recovery.



Expand to provide more services, especially in areas with increasing needs.



Diversity of Non-Profit Partnerships

The Non-Profit Partnership Grant Program supported a diverse array of organizations dedicated to serving the community. Among the 74 local non-profits that received funding, each contributed to one or more service categories, reflecting the depth and breadth of their impact.

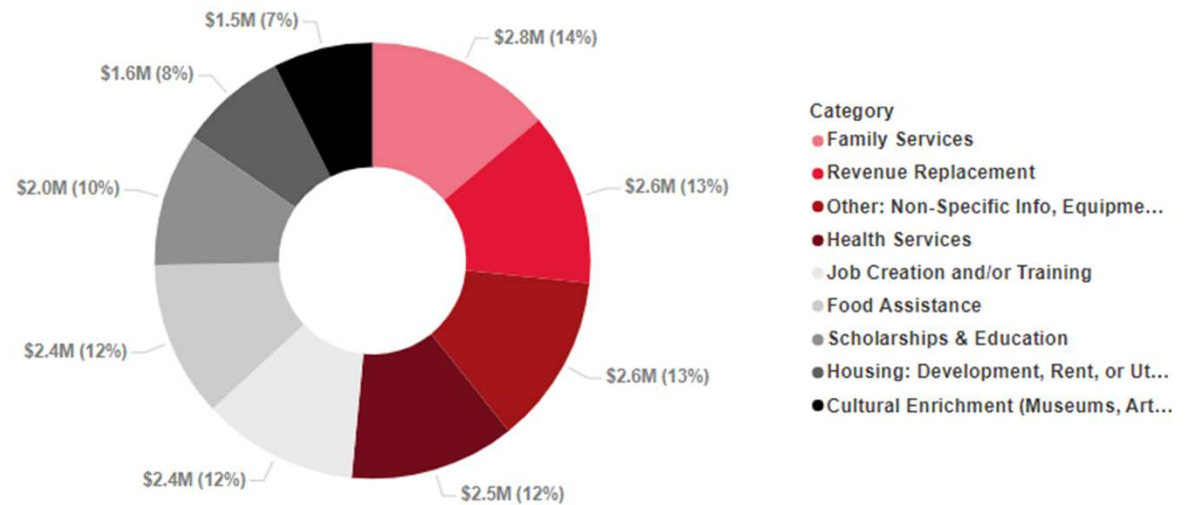
Service Category	Number of Non-profits that Support Service Category
Cultural Enrichment	7
Family Services	14
Food Assistance	13
Health Services	14
Housing	9
Jobs	3
Revenue Replacement	11
Education and Scholarships	18
Other	18

Spending Analysis

- Disproportionately impacted communities
- Targeted assistance in areas where they were historically less likely to be approved for federal support
- COVID-19 response and prevention

Visualizing Expenditure for Community Betterment

Spending Analysis



Please note the following charts contain all currently available information. Some participating organizations still need to provide relevant data, as requested.

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The Purpose of Grant Monitoring

Monitoring the non-profits' fund allocations for the SLFRF Non-Profit Partnership Grant Program is essential for the following reasons:

Compliance

As an SLFRF recipient, Fort Bend County is required to conduct monitoring. In accordance with Uniform Guidance, the County is responsible for the actions of its beneficiaries; monitoring and reporting procedures serve as a form of accountability and validate eligible uses.

Program Accountability

A monitoring program is a crucial mechanism for assuring accountability, transparency, and effective resource utilization.

Monitoring a grant is a systematic way of tracking and evaluating project performance and outcomes, as well as risk mitigation, and it provides opportunities for continuous improvement.

Lasting Impact

The \$19 million in SLFRF funds will produce a lasting impact on the non-profits and community, supporting underserved communities negatively affected by the pandemic. Program outcomes can be presented publicly to demonstrate the value and importance of the SLFRF program.

Standard Operating Procedures

Overview, Scope of Work, and Purpose

Describes the purpose of the SLFRF program and eligible fund use, distinguishes Hagerty's role in monitoring, and the necessity of accurate reporting.

Roles and Responsibilities

Describes the roles of the non-profits, County officials, and the Hagerty team.

Procedures

Outlines the procedures and processes for initiating and operating monitoring.

County Records, Appeals and Complaints

Explains how to access County records and identifies resolution process for appeals and complaints.

Reporting Requirements

Includes the necessary supporting documentation to submit each monitoring period.

Comprehensive Risk Assessment

- Risk Assessments were used to evaluate each approved nonprofit application.
- The answers to the Risk Assessment Questionnaire were scored to assess program impact, eligible uses, and compliance factors.
- The County Auditor's Office reviewed and approved the Risk Assessment tool to determine the non-profit tier levels.
- The assigned tier dictated the level of monitoring required.

LOW TIER: Annual Monitoring

MEDIUM TIER: Semi-annual Monitoring

HIGH TIER: Quarterly Monitoring



FORT BEND COUNTY RISK ASSESSMENT QUESTIONNAIRE

Instructions for funding applicant: Pursuant to US Treasury Guidance, Fort Bend County is required to conduct a risk assessment for all proposed projects to be funded with resources from the American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF). Based on the nature of the program for which you have requested funding and/or the funding amount requested, you are required to complete a Risk Assessment Questionnaire in order for Fort Bend County to complete its execution of your application. Once you have completed this questionnaire, please send it and any requested documentation to Monica Cardin, monica.cardin@hagertyconsulting.com. Should you require assistance, please contact Monica Cardin, monica.cardin@hagertyconsulting.com.

APPLICANT/PROGRAM INFORMATION

PROGRAM: _____

LEGAL NAME OF APPLICANT: _____

FUNDING AMOUNT REQUESTED: _____

RISK ASSESSMENT QUESTIONS

1. How long has your organization been in existence?

 2. Is your organization in compliance with all requirements for incorporation and tax reporting? If not, please explain.

 3. Has your organization experienced any significant changes in senior management within the last 3 years? If yes, please explain.

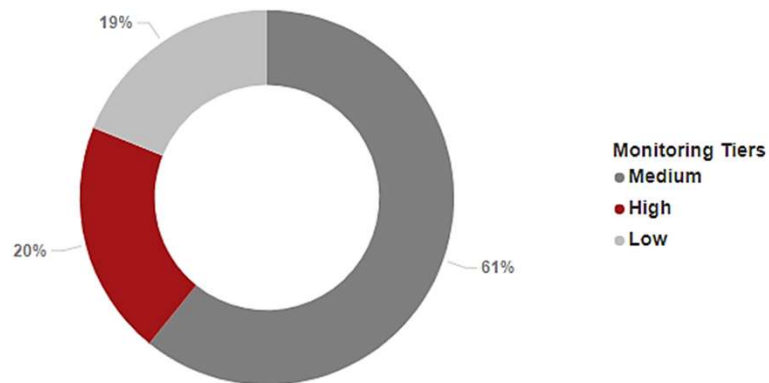
 4. Does your organization have experience implementing a similar program(s) to what is being proposed in your application? If yes, please identify and describe how long your organization has been operating such program(s).

- a. Has your organization implemented similar programs on behalf of or with funding from Fort Bend County? If yes, please identify that program or programs.

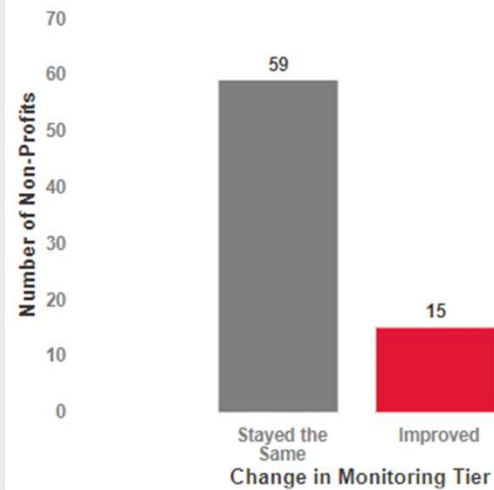
Tier Assignment

- Over half of the non-profits are currently in the medium-risk tier.
- Non-profits may be assigned to a lower risk level with resolved issues previously identified on the risk assessment or successful monitoring results and program outcomes.

Breakdown of Monitoring by Tier



Improvements in Non-Profit Partners



The non-profits received the SLFRF allocations in two rounds; Hagerty assessed program eligibility for round two.

Grant Monitoring Features

The process for monitoring grant funds includes the following aspects:

Evaluation/Analysis

- Financial, programmatic, and performance data required according to risk level. Request additional information for complex programs.

Assessment

- Determine how money was spent and what populations were served.

Equitable Response

- Verify that outcomes were achieved equitably.

Compliance

- Adhere to program guidelines and federal regulations.

Time Management

- Ensure the grant funds are expended efficiently.

Monitoring Tools

Hagerty developed several tools, forms, and checklists to support the County's monitoring and reporting process for the Non-Profit Partnership Grant Program.

Monitoring Tools

- Beneficiary Monitoring Tools
- Progress Trackers
- Monitoring Notification Letters

Reporting Tools

- Required Documentation Checklist
- Attachment "A" Monitoring Review Questionnaire
- Certification Form
- Funds Spent Data Tool



Updated 11/27/2023

Fort Bend County High Risk Required Documentation Checklist

- ☐ Financial Statements
- ☐ Tier III Attachment "A" Questionnaire
- ☐ Most Recent Tax Return
- ☐ Signed Fort Bend County Certification Form
- ☐ Program Data Collection Excel Sheet
- ☐ Program /Operations Report describing measurable outcomes such as:
 - Equitable responses and support for individuals negatively impacted by the pandemic;
 - Program budget and description of how the funds were spent during the monitoring period;
 - Any changes in program design or requirements
- ☐ Data specific performance indicators and progress made towards program goals
- ☐ Receipts/Invoices/Proof of Payment to justify total costs
- ☐ Previous 2 years of non-profit audits and/or monitoring reports
- ☐ Findings from previous program monitoring and explanation of steps taken to resolve all findings (if applicable)
- ☐ Payroll Records for direct program staff and administrative staff, including salaries totaling the grant fund amount (if applicable)
 - If there are no staff funded via the grant, please advise at the bottom of the sheet (i.e. all volunteers). If staff are contracted for services, please provide a copy of the contract and payment invoices.
- ☐ Single Audit Report (if applicable with findings)
- ☐ General Ledger Detail of program income (if applicable)
- ☐ Equipment Inventory including tracking equipment purchases (if applicable)

Please note if there have been any staffing changes, program issues or difficulties, or noncompliance that needs to be addressed:

Hagerty's Direct Support For Non-Profits



Training Sessions

- Six virtual training sessions, specific to each tier level, were provided to the non-profits to inform them of the monitoring process.
- Accessible PowerPoint presentation and Q and A.



Continuous Communication

- Direct line to Hagerty's monitoring team to support the grant management process and answer questions.



Technical Assistance

- Technical support provided to assist with navigating eligible funds, accurately tracking and reporting fund usage, and maintaining grant compliance.

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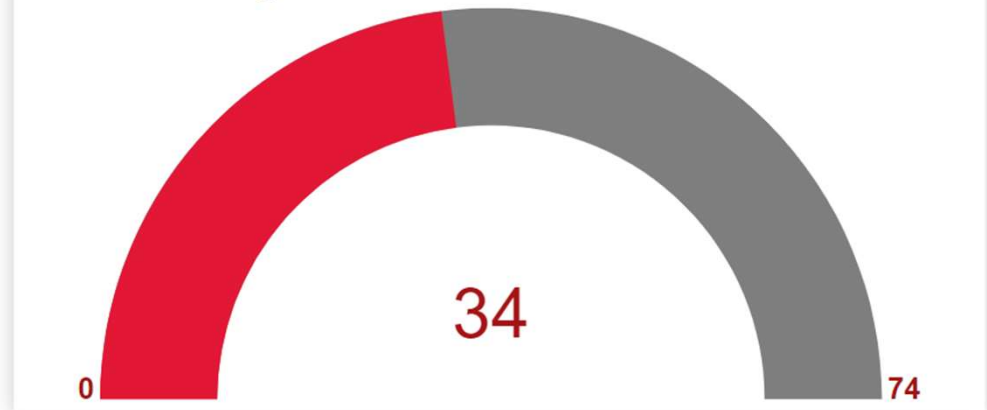
Community Impact



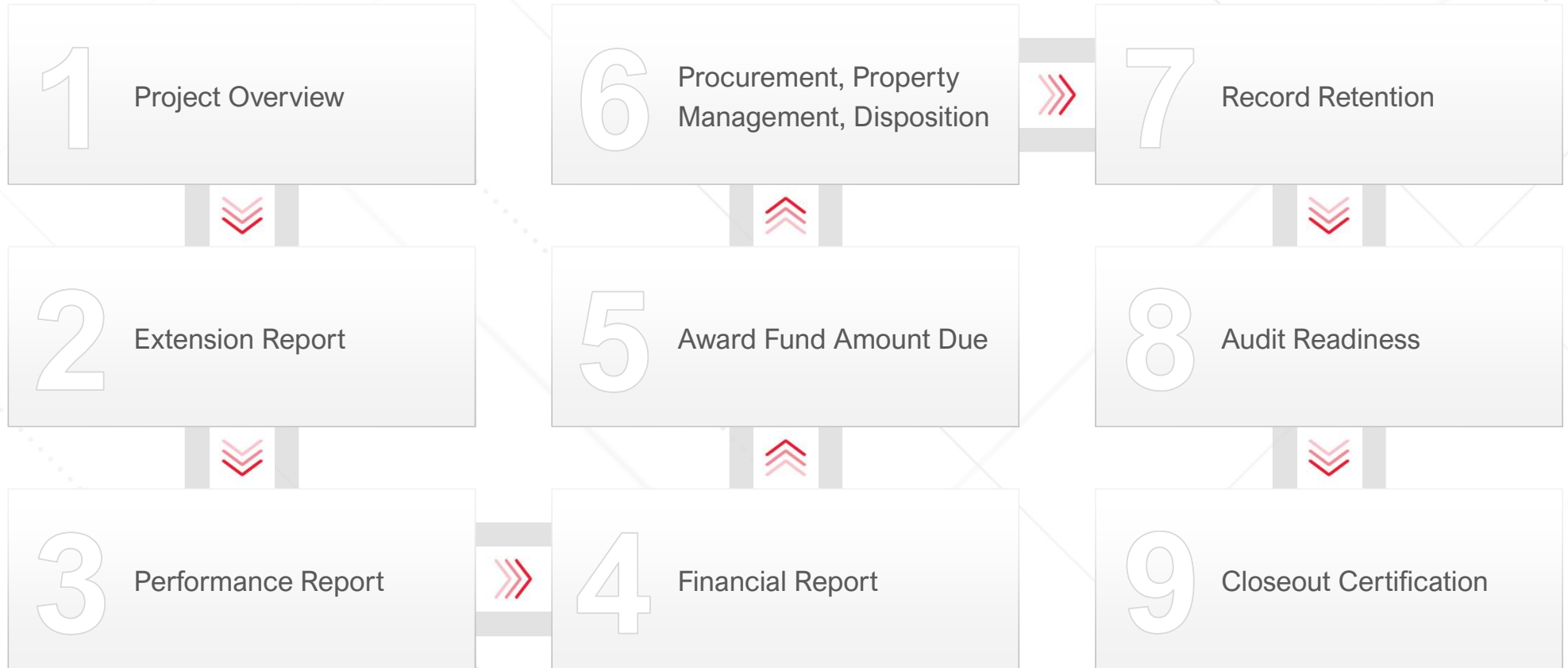
The Purpose of Closeout

1. **Validate** compliance and accurate reporting
2. **Gather** all programmatic, financial, and procurement information for retention purposes
3. **Demonstrate** achieved program outcomes and equitable responses
4. **Identify** any funds that need to be returned

Portion of Programs in Closeout

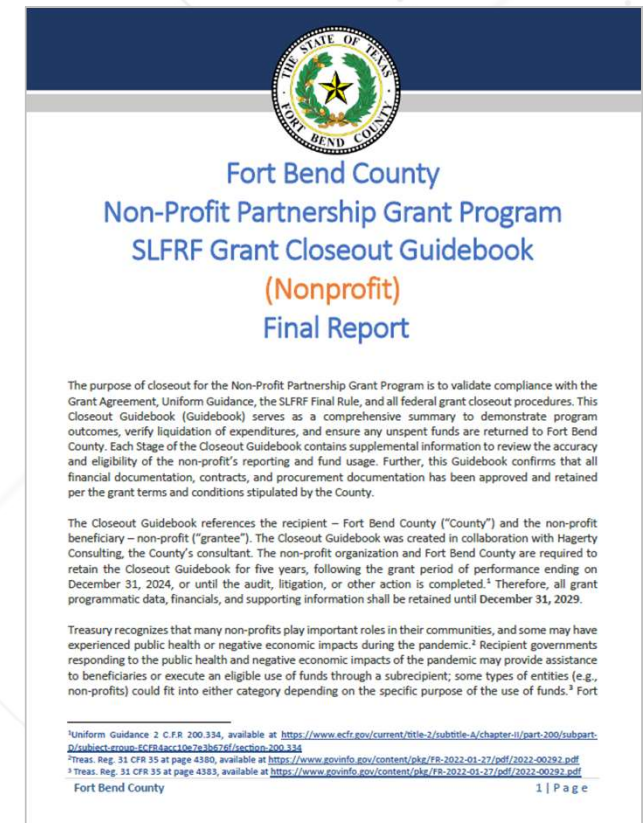


Nine Stages of Closeout Process



Closeout Guidebook

- Hagerty developed a Closeout Guidebook to contain all supporting documentation.
- **In-depth research:** Hagerty conducted extensive research on the closeout procedures for federally funded grant programs, analyzing various models to inform a comprehensive approach.
- **Adherence to federal guidelines:** Align the closeout process with SLFRF guidance and the federal uniform guidance, ensuring compliance and consistency with regulatory requirements for transparent and effective grant management closeout.
- **Nine-stage closeout process:** Developed a robust nine-stage closeout process encompassing financial reconciliation, program evaluation, and other key components to facilitate a thorough and systematic conclusion to grant projects.
- Includes justification for beneficiary classification and Uniform Guidance, Final Rule, and other resource links.
- Guidebook and all applicable documentation retained until December 31, 2029.



Overview

Monitoring

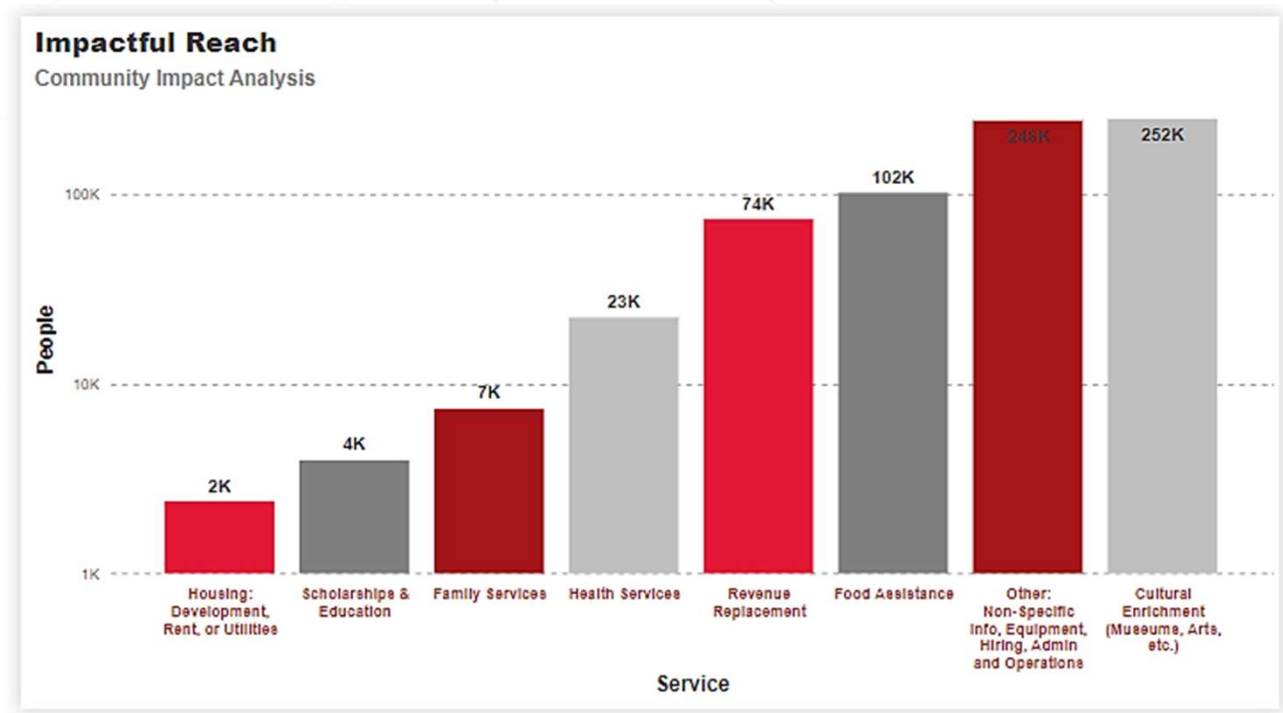
Closeout

Community Impact



Community Impact

14% of all impoverished Texans live in Fort Bend County, underscoring the impact of these programs.



Please note the following charts contain all currently available information. Some participating organizations still need to provide relevant data, as requested.

Community Impact Highlight: Behind the Badge

Program Accomplishments:

- **2022**
 - Awarded 22 college scholarships totaling \$22,000.
 - Provided 13 financial assistance grant payments, totaling \$22,991.34.
- **2023**
 - Awarded 26 college scholarships totaling \$52,000.
 - Provided 37 financial assistance grant payments, totaling \$65,821.10.

Monitoring Success

- Accurate and complete grant reporting throughout the entire monitoring process.
- Adjusted from high tier to medium tier due to successful compliance.



Community Impact Highlight: The Alliance

Program Accomplishments:

The Alliance's Financial Opportunity Center provided a wide array of services, including:

- Rental and Housing Assistance
- Food Assistance,
- Occupational training - Commercial Driver's License (CDL) training to low-to moderate-income (LMI)
- Home-Based Childcare
- Mental and Behavioral Health Services.

Monitoring Success

As of the end of Year Two, the project has consumed \$404,862.54 out of a total of an award of \$500,000.00 or 80.97%. The remainder of \$95,137.46 is programmed to be exhausted as of March 31, 2024, at which time the project will close out.



Community Impact Highlight:

Fort Bend Children's Discovery Center

Program Accomplishments:

The Open Doors Program maintained a network of community-based partners whose staff distributed free Open Door passes to low-income families, up to six family members, that served over 100+ locations across Fort Bend County.

Monitoring Success

Submitted timely and organized monitoring documentation, including an array of reporting information for program outcomes. The program spent \$350,000 and is now ready for closeout.

Visitor's Comments:

"This place is awesome. Not just for kids, but everything involved here was great. This was not only fun and engaging, but very educational." D.M.

"We love this Children's Museum...My kids love it (ages 2,4, and 6), and I usually drag them away after 2 hours." S.M.



Questions?



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