State of Utah

 **Commission on Criminal and Juvenile Justice**



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 Governor *Executive Director*

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**November 22, 2023**

**Monitoring Report**

***SUBGRANTEE INFORMATION***

| Grant Number: |  |
| --- | --- |
| Grant Period: |  |
| Subgrantee Name: |  |
| Project Director: |  |
| Address:  |  |
| Phone: |  |
| Fax/Email: |  |

***INTRODUCTION:***

***A. PERSONNEL***

| ***No Finding:*** |
| --- |
| **Guidance:** Costs submitted for personnel must:1. Identify by name any grant paid employees, the number of hours, rate of pay, and any fringe benefits charged to the grant.
2. Rate of pay must be reasonable and consistent with that paid for similar work in the organization or in the labor market.
3. Follow all agency, state, and federal regulations regarding payroll withholdings, wages, and work hours.
4. Be submitted in the correct budget category.

Further guidance can be found [here](https://www.ojp.gov/funding/financialguidedoj/overview).  |
| **Recommendation:**N/A |

***B. EQUIPMENT, SUPPLIES & OPERATING (ESO)***

| ***No Findings*** |
| --- |
| **Guidance:**Costs must:1. Include item description, unit cost, quantity purchased
2. Follow regular written procurement policy of home agency or the purchasing policy of the State of Utah
3. Be submitted in the correct budget category

Further guidance can be found [here.](https://www.ojp.gov/funding/financialguidedoj/overview) |
| **Recommendation:**N/A |

***C. CONTRACT SERVICES***

| ***No Findings*** |
| --- |
| **Guidance:**Costs must:1. Identify consultants by name and match legally executed contracts in the grant file.
2. Must follow agency’s written procurement policies or the purchasing policy of the State of Utah
3. Must be reasonable and not exceed federal consultant limits
4. Be submitted in the correct budget category

Further guidance can be found [here.](https://www.ojp.gov/funding/financialguidedoj/overview) |
| **Recommendation:**N/A |

***D. TRAVEL & TRAINING***

|  ***No Findings*** |
| --- |
| **Guidance:**Costs must:1. Adhere to the agency’s policies and procedures and must be as restrictive of the State of Utah’s [travel policy.](https://finance.utah.gov/state-travel-a-2/)
2. Include travel destination, travelers name, registration cost, housing, per diem, conference/training agenda, receipts, and a reconciliation report.
3. Be submitted in the correct budget category.

Further guidance can be found [here.](https://www.ojp.gov/funding/financialguidedoj/overview) |
| **Recommendation:****N/A** |

***E. CONFIDENTIAL INFORMANT/UNDERCOVER BUY FUNDS (CI/UC)***

| ***No Findings*** |
| --- |
| **Guidance:**Subgrantees awarded CI funds must adhere to restrictive procedures on tracking the funds. 1. Costs shall only be allocated for purchase of service (P/S), purchase of evidence (P/E), and purchase of information (P/I).
2. Commander and officer(s) logs are available on CCJJ’s [web page](https://www.justice.utah.gov/grants/grant-resources/) and are to be used unless the same information is contained in a format supplied by subgrantee and approved by CCJJ.
3. Awarding of CI funds places the grant in a “high risk” category and must be monitored annually. Reimbursement requests must be submitted in the correct budget category.
 |
| **Recommendation:**N/A |

***F. OTHER***

| ***Not a finding - technical assistance*** |
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| **Guidance:**1. It is the responsibility of the State Administering Agency (SAA) to ensure that its grant subrecipients are complying with all applicable federal civil rights laws. Every subrecipient of a CCJJ grant must comply with EEOP procedures.
2. All subgrantees are required to take online Civil Rights training on CCJJ website <https://justice.utah.gov/grants/grant-resources/>.
3. Subgrantees must print and keep the Certificate of Completion in their grant file for review at monitoring time.
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| **Recommendation:**  |

***Follow up:***

| Date of follow up: **N/A** |
| --- |
| Reason: There is no need for follow up visit |

| X |   |  |  |
| --- | --- | --- | --- |
|  |  Grant Monitor |  | Date |

cc: