

Monitoring

and 638 Contract  
Close-out

# Contract Monitoring and Close-out

- After Award
  - Meet with Tribe to discuss the Agreement
    - Include Monitoring Plan
      - Discuss purposes of monitoring.

# You Want it When?



- An AOTR submits a monitoring plan within 45 days after an AOTR is appointed, or the date the contract was awarded.
  - Work with your Awarding Official on date and monitoring scope.
  - Give the tribe and the program director 10 days advance notice.

# Monitoring

- “Routine” monitoring visits are limited to not more than one performance monitoring annually

...Unless

The contractor agrees to one or more additional visits, or,

The appropriate official determines there is reasonable cause for more...

(see section 108)

# Monitoring

- Who is responsible for monitoring?
  - the Tribe
  - the BIA



# Monitoring

- Everything is in writing!
  - Including the visit notification letter to the tribe
    - 10 day Advance Notice-in Writing
      - In writing identify the purpose, as assessed from the contract provisions.
      - Identify who will be attending from the Bureau
      - Identify items the program may need to have available
      - Identify items their Finance Director or Comptroller (if applicable) need have available—SF Finance Statements, payroll records, travel records, student records, etc.
      - Include a request for the Tribal Personnel that used like available
      - Let tribe/tribal organization and program director know an exit interview will take place, and a written report will be sent to the them

# Monitoring

- Upon arrival at the Monitoring Site:
  - Take your AOTR authorization letter with you
    - The tribe can ask to see it
  - Conduct an entrance meeting with tribal attendees
  - Explain purpose of site visit and what you will be reviewing
  - Make sure there is a “contact” person at the tribal office

# Monitoring

- Upon completion of the visit:
  - Conduct the exit meeting
    - This may work best the day after the monitoring - you will have an opportunity to complete your paper and evaluate.
  - Summarize your findings
    - Highlight the positive, and identify any deficiencies that will noted in the file.
    - If deficiencies make recommendations for improvements

# Monitoring

- Be aware - your written report should be consistent with your verbal communication to alleviate misunderstandings down the road.

# Close-out

- This process determines that all contractual requirements are complete and in accord with both the contractor and the Secretary.

# Close-out

Before closing out be clear:

- The tribe has submitted all reports required pursuant to the terms of the contract
  - Including all Annual Single Audit Reports
- The Contract Term has expired
- Retrocession
- Reassumption

# Close-out

- Reconciliation of the contract and all required payments have been completed and processed, as agreed to by the contractor and the funding agency
- Identification of savings (carryover) has occurred, and said savings distributed to a successor contract.

# Close-out

- All Property has been properly addressed and dealt with accordingly.
- Prepare a “Release of Claims” to be signed by the Tribe. This would document and finalize any questions regarding the funding provided to the Tribes.