

Subrecipient Mid-Year Review

Overview

As outlined in MOVA's Subrecipient Grants Policies and Procedures Manual, mid-year reviews are conducted for all grant awards as part of our monitoring activities and, if applicable, mid-year review meetings are performed. The grants administration and monitoring & compliance teams collaborate to review grant award information and provide technical assistance to subrecipients for any identified financial, administrative or programmatic topics.

Purpose

The intent of the mid-year review is to provide an opportunity for conversation, assessment, and technical assistance between MOVA and subrecipient agencies at the halfway point of the award cycle. Topics may include spending progress, staff vacancies, timeliness and accuracy of report submissions, progression towards goals and key outcomes identified by the subrecipient, and any financial or programmatic topics that may require technical assistance.

Timeline and Process

- For all MOVA grant awards, December expenditure reports are due no later than January 30.
 - MOVA's program coordinators will review and approve expenditure reports in the order that they are received.
- As December expenditure reports are approved, program coordinators will send agency programmatic and fiscal contacts an email with the status of the mid-year review, along with any areas for follow-up or action.
 - These emails are anticipated to be sent no later than the third week of February.
 - The mid-year review will consider information related to:
 - Spending progress
 - Attendance at the annual policies and procedures training
 - Staff vacancies
 - Expenditure report and OMT report performance and timeliness
- Based on the information being reviewed, program coordinators may request a virtual meeting with relevant subrecipient staff to discuss the mid-year review information, as well as provide technical assistance and support. Not every agency will be required to participate in a mid-year review meeting. Factors which may initiate a meeting include:
 - Lower or higher than expected spending progress
 - Long term or multiple staff vacancies
 - A Level 3 monitoring level assignment for the current award cycle
 - Other programmatic or fiscal topics impacting award progress (if applicable)
- It is anticipated that the mid-year review process will be completed with each agency by mid-March.