# **The Targeted Review: A Component of IL COMP**

## **Overview**

After baseline monitoring, the targeted review is the next frequently used monitoring process by ACL. The targeted review is a component of the COMP (Comprehensive Oversight and Monitoring Protocol) for the IL program. It is an individualized review of a grantee focused on specific areas of concern. Targeted reviews can involve only fiscal or programmatic elements, or a combination of both. Members of the review team may include the program officer, fiscal officer, other ACL staff, and a non-federal reviewer. The grantee is expected to include the board chair in any review activities, but they may also bring other staff and invite others at their discretion.

## **Purpose of a Targeted Review**

ACL conducts a targeted review to identify a clear course of action for addressing specific grantee issues. A targeted review allows ACL to customize the type and level of support needed to address specific and narrow grantee issues. This review also can result in specific training and/or technical assistance to address the area of concern. These reviews are typically conducted virtually, although they may be also completed on-site.

## **Triggers for a Targeted Review**

A targeted review is initiated due to a variety of triggers. The more triggers present, the higher the risk for ACL. Common triggers for a targeted review include:

* Concerns identified during baseline monitoring activities, such as non-compliance around 725 standards and assurances as documented in the PPR or consistently delinquent or incorrect/incomplete submissions of FFR/PPRs;
* External complaint or concern received by ACL (Note: Complaint details and sources are kept confidential);
* Lack of tax-exempt status (i*.e.*, failure to file 990);
* CIL is operating or managing residential housing;
* PMS drawdown rate is two or three times the grantee’s average drawdown rate, or there is little to no drawdown activity with project period end date approaching;
* Unallowable costs incurred on award or drawdown of grant funds without supporting documentation of obligation and use within the performance period;
* And delinquent single audit reports, or unresolved single audit findings, especially those findings that involve questioned costs.

## **Overview of Targeted Review Process and Estimated Timeline**

|  |  |  |  |
| --- | --- | --- | --- |
| Step | Action | Description | Timeline |
| 1 | Monitoring Notification | ACL staff notifies grantee of targeted review, identifies the reason, and schedules introductory meeting with the grantee. | Within two weeks if it is a complaint. Others are planned over the year.  |
| 2 | Introductory Meeting | ACL answers grantee questions; Discusses next steps; provides an overview of requested documentation. | Based on grantee availability |
| 3 | Information Request/review | Grantee submits requested documents (fiscal and/or programmatic) or information. After review, ACL may request additional information. If there are no findings, notification sent to the grantee that the review is closed with no findings. If there are findings, ACL proceeds to step 4.  | Up to 6 weeks  |
| 4 | Meeting with grantee over findings | Discusses review and findings; determines need for corrective action or TA. If CAP needed, moves to step 5. If CAP is not needed, ACL connects grantee with appropriate TA provider if applicable, and closes the review. Schedules follow up for at least 90 days later to determine progress. | Within 2 weeks of completing step 3  |
| 5 | CAP Development | With support from TA providers as needed, grantee develops CAP (including timelines) for approval. | Negotiated with ACL – generally within 30 days  |
| 6 | CAP Approval Meeting | Including the TA provider to support the grantee in completing the CAP, discusses final CAP approval and implementation or if revisions need to be made. | Within 30 days after CAP submission  |
| 7 | CAP Updates | Grantee submits CAP updates. May include meetings as needed. | Every 30 days |
| 8 | CAP Completion  | When all CAP items have been completed, ACL sends grantee notification that the targeted review and CAP process are complete. | Based on any number of factors, could be as long as 1 year |

## **Toolkit**

* CIL Self- Assessment Tool: [CIL Evaluation Tool (Section 725 CIL Standards and Assurances)](file:///C%3A%5CUsers%5Cerica.mcfadden%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CLYBAD6IQ%5CCIL%20Self-Evaluation%20Tool%20%28Section%20725%20CIL%20Standards%20and%20Assurances%29)
* Fiscal Checklist: [ACL IL Grant Programs Fiscal Review Checklist - Published 12.10.2024.docx](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Facl.gov%2Fsites%2Fdefault%2Ffiles%2Fprograms%2F2024-12%2FACL%2520IL%2520Grant%2520Programs%2520Fiscal%2520Review%2520Checklist%2520-%2520Published%252012.10.2024.docx&wdOrigin=BROWSELINK)
* Correction Action Plan Template:

Created 3.18.25