

# Procurement & Asset Management Monitoring Checklist

In the Guide, pages 204-223

This document summarizes key questions for monitoring procurement and asset management. Grantees may wish to use this list as a guide, and add additional, more specific, questions to develop their monitoring tools. Each monitoring question references pages in the HOPWA Grantee Oversight Resource Guide that provide additional information.



Additional information & resources can be found here: <https://www.hudexchange.info/resource/1920/hopwa-financial-management-training-manual>

HOPWA Grantee Oversight Resource Guide  
<https://www.hudexchange.info/resource/1003/hopwa-grantee-oversight-resource-guide>

## **Written Procurement Standards—In the Guide, pages 207-208**

**Does the sponsor have written procurement procedures in place that describe how goods and services will be obtained?**

- Verify that the organization's financial policies and procedures include basic procurement standards
- Review the organization's written procurement standards and verify that it incorporates one or more of the four basic methods of procurement, as applicable:
  - » Micro and Small Purchases
  - » Sealed, Competitive Bids
  - » Competitive Bids
  - » Non-Competitive Bids

## **Contract Provisions—In the Guide, pages 212-213**

**Are required contract provisions appropriately included in HOPWA-assisted contracts?**

- Review any contracts and subcontracts to ensure that they contain appropriate provisions, as outlined in 2 CFR Part 200.<sup>1</sup>

## **Bonding & Insurance—In the Guide, pages 214-215**

**If contracts have been awarded for construction or facility improvements under the grant program(s), does the program participant:**

- Follow its own requirements relating to bid guarantees, performance bonds, and payment bonds for construction contracts or subcontracts valued at or below \$100,000?**
  - Meet the minimum federal requirement for bid guarantees, performance bonds, and payment bonds for construction contracts or subcontracts valued above \$100,000?**
- Per each applicable criterion, review grantee or sponsor capital-related contracts to ensure that adequate bonding and insurance has been obtained

## **Property Controls—In the Guide, pages 220-222**

**Do fiscal records indicate evidence that the sponsor has effective internal control and accountability of all property and other assets purchased with HOPWA funds? Does the project sponsor have procedures to identify HOPWA property and assets? Does the project sponsor have procedures in place to ensure adequate safeguards for preventing loss, damage, or theft of sponsor-held property?**

- Verify that grantees and sponsors have written policies and procedures in place that regulate ongoing management and use of assets
- Verify that assets are inventoried and tracked, noting the following:
  - » Asset, serial, and stock numbers
  - » Source of purchase funding and acquisition date
  - » Location and condition of the asset
  - » Acquisition cost and whether the asset was sold or surplus
- Review for up-to-date inventory tracking lists and evidence of maintenance of assets

<sup>1</sup> [http://www.ecfr.gov/cgi-bin/text-idx?SID=bdb13ec5b9e-27f2213ba84c5da3eb63e&mc=true&tpl=/ecfrbrowse/Ti-tle02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?SID=bdb13ec5b9e-27f2213ba84c5da3eb63e&mc=true&tpl=/ecfrbrowse/Ti-tle02/2cfr200_main_02.tpl)