

Grantee: Choose an item. Contract # Choose an item.
 FFY: 2025 Type of Contract: CSBG Entitlement

Per Monitoring Guide:

Finding

Findings are minor or short-term violations of laws, regulations, cost principles, contracts, State Plans, or policies. Generally, Findings can be corrected by a Subrecipient through simple actions and have not existed longer than ninety days. Findings will be documented in the SMR or GSCR-F. A Finding may also be memorialized in a Letter of Concern. If appropriate, DOS may provide or arrange for training and technical assistance to address the Finding. Subrecipients are expected to correct a Finding immediately or within a reasonably short time.

For example, a FFR may note a small, immaterial disallowance. The Subrecipient then removes the cost from the CSBG ledger and charges it to an appropriate funding source before the next time it submits a voucher.

A Subrecipient that is not able to correct a Finding within the required timeframe may submit a written request to DOS explaining the circumstances that have prevented the Subrecipient from correcting the Finding and the anticipated date of correction. DOS, in its sole discretion, may extend the time in which a Subrecipient has to correct a Finding. Findings that proliferate or remain uncorrected may become Deficiencies.

DOS has determined the following is a Finding:

Description of Finding:			
Laws, regulations, cost principles, contracts, State Plans, or policies referenced:			
Corrective Action(s) Required:			
Date Finding identified by DOS:		Date Finding to be resolved:	
DOS Authorizing Signatures			
Assigned Program Analyst/Fiscal Rep		Date	
Supervising Analyst/Fiscal Rep		Date	
Dep. Director/Supervising Acct.		Date	
DCS Division Director/Fiscal Director		Date	



Subrecipient to Complete: Time Extension Request for Finding noted above
Steps taken by Subrecipient to correct Finding noted above:
Brief Explanation as to why a time extension is needed:

Grantee: Choose an item. Contract # Choose an item.
 FFY: 2025 Type of Contract: CSBG Entitlement

Date in which Finding will be corrected:			
Subrecipient Authorized Signatures			
Subrecipient Exec. Director/CEO		Date	
Subrecipient Board Chairperson (or documentation delegating authorization to Exec. Director/CEO)		Date	

DOS Determination on the Subrecipient's Request for a Time Extension			
DOS has determined that the Subrecipient's request has been <input type="checkbox"/> Accepted <input type="checkbox"/> Not Accepted			
Failure to correct the above noted Finding (by date specified here) may result in a reclassification to a Deficiency. Please see <i>Monitoring Guide</i>.			
DCS Division Director/Fiscal Director		Date	

DOS Determination - Finding has been Resolved			
Brief description of completed corrective action(s) by the Subrecipient and determination by DOS:			
Date in which Finding was resolved:			
DOS Follow Up			
DOS Authorizing Signatures			
Assigned Program Analyst/Fiscal Rep		Date	
Supervising Analyst/Fiscal Rep		Date	
Dep. Director/Supervising Acct.		Date	
DCS Division Director/Fiscal Director		Date	