



SUMMARY OF MONITORING

City of Santa Monica
GRANT MONITORING FOR
CLARE MATRIX FOUNDATION

December 20th, 2024

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SUMMARY OF MONITORING

ORGANIZATION CLARE MATRIX	
Agency Contacts	Kenneth Simms, Jolan Dawson Millard
Date of Onsite Monitoring Visit	November 13 th , 2024
Fiscal Year under Review	July 1, 2023–June 30, 2024
Compliance Monitor(s)	Megan Otto and Michael Miranda-Moore

Moss Adams LLP (Moss Adams) conducted comprehensive monitoring services for CLARE Matrix on behalf of the City of Santa Monica for the FY 2023–2024 program year. The monitoring included both in-person site visits and virtual assessments, focusing on evaluating whether grant funds were utilized for authorized purposes, in compliance with select City policies and terms and conditions of the funding agreements.

The monitoring performed identified five findings and two for the agency. This indicates that while there were areas of concern, the assessment provided valuable insights for improving compliance.

A summary of the testing performed is provided in the tables below:

Fiscal Compliance

This section evaluates select financial transactions associated with various programs to assess whether grant funds were being used appropriately and in accordance with the funding agreements.

Program	# of Transactions Tested	\$ Value of Transactions Tested	Instances of Non-Compliance
HOP	15	\$19,394.11	9

Program Compliance

This section assesses select participant files to evaluate whether the programs were serving the intended populations and adhering to select programmatic guidelines.

Program	# of Participant Files Tested	% of Program Participants Selected	Instances of Non-Compliance
HOP	2	40%	3

Findings

The following table outlines each specific finding along with the recommended corrective actions to address these issues and enhance compliance moving forward.

Description of Finding	Recommended Corrective Action
The agency was unable to provide evidence of review and approval for two expenses which totaled to \$2,329.39.	Moss Adams recommends that all expenses are reviewed and approved by an individual knowledgeable of the award and separate from the individual that paid the expense and documentation is retained.
The agency was unable to provide supporting documentation for a selected payroll expense in the amount of \$75.64 to agree the time worked on the award to the amount allocated and expensed to the grant.	Moss Adams recommends that timesheets or other supporting documentation to substantiate the allocation of payroll to the award be retained.
The agency was unable to provide documentation for the allocation methodology, the method used for allocating HSGP funding to the program in conjunction with other funding sources, used for five expenses totaling \$5,632.20. The allocation methodology that was provided in the program budget did not agree to the funding breakdown.	Moss Adams recommends the agency ensure adequate documentation of allocation methodology is retained and supports expenses incurred and reported for their grant awards.
The agency was unable to provide evidence or documentation of participant Consent for Treatment for one participant whose file was selected for testing.	Moss Adams recommends that the agency ensures all required participant documentation is retained and regularly review participant files for completeness.
The agency was unable to provide evidence or documentation supporting that Acknowledgment of Grievance Policies for two participants whose files were selected for testing.	Moss Adams recommends that the agency ensures all required participant documentation is retained and regularly review participant files for completeness.

Additional Recommendations

In addition to the specific findings identified during the monitoring assessment, Moss Adams LLP has outlined several broader areas of concern that warrant attention for improving overall organizational effectiveness and compliance. These additional recommendations focus on enhancing communication practices and strengthening internal monitoring capabilities within CLARE Matrix and are detailed below.

Area of Concern	Recommendation
Lack of timely communication and missed deadlines for documentation submissions.	It is recommended that the organization establish a clear communication protocol for monitoring requests, including designated points of contact and a timeline for responses. Additionally, implementing a tracking system for documentation requests and deadlines will help ensure timely submissions and improve overall communication with the City.

Potential limited capacity to perform regular internal monitoring.

It is recommended that the organization assess its internal monitoring capacity and consider reallocating resources or hiring additional staff to ensure compliance with monitoring requirements. Regular internal reviews should be scheduled to maintain oversight of fiscal management and program implementation.