Chapter 33: Monitoring/Audit/Technical Assistance Events

Chapter 33: Monitoring/Audit/Technical Assistance Events | Manage My Compliance Module

Grantees can record Monitoring, Audit, and Technical Assistance events in the Manage My Compliance module to provide a summary of critical management and oversight actions they carry out as part of meeting their responsibilities for day-to-day management of their Grant programs.

For most Grantees, HUD performs risk analysis monitoring in which HUD assigns scores based on the size of a Grantee's program, the number of subrecipients, and the capacity of the Grantee's staff, among other things. The **Manage My Compliance** module allows Grantees to contribute information to this analysis and to show how they are taking actions to make their programs less risky and more effective. If a Grantee has a large number of subrecipients and contractors, HUD may consider the program more risky. On the other hand, if the Grantee is regularly providing technical assistance to and monitoring of its program partners, including following up on any findings, HUD is likely to consider some or all of the risk mitigated by appropriate management actions.

PROGRAM POLICY RECOMMENDATIONS: Certain appropriation laws require that Grantees and HUD identify how they are preventing fraud, waste, and abuse. The Manage My Compliance module is designed to allow grantees to provide this information through DRGR. Grantees should review their appropriation and consult with their HUD CPD Representative to understand the reporting requirements for their programs.

Thus, the data in the **Manage My Compliance** module helps Grantees and HUD develop a shared understanding of the steps Grantees are taking to ensure funds are used properly and to further the recovery or stabilization goals of their Grant programs and communities.

DRGR includes summary performance information regarding Grantee efforts in the areas of monitoring, audit, and technical assistance. This data can then be reviewed by HUD staff to examine the level of effort and results, assess risk associated with these Grants, and, in turn, direct HUD technical assistance and monitoring resources. This information identifies what activities have been reviewed or assisted and the results of these review and assistance visits. The Performance Report displays a summary table that shows the number of visits and reports within the reporting period and totals to date as shown below:

Monitoring, Audits, and Technical Assistance

	This Report Period	To Date
Monitoring Visits	4	12
Audit Visits	2	5
Technical Assistance Visits	3	9
Monitoring/Technical Assistance Visits	1	2
Report/Letter Issued	6	14

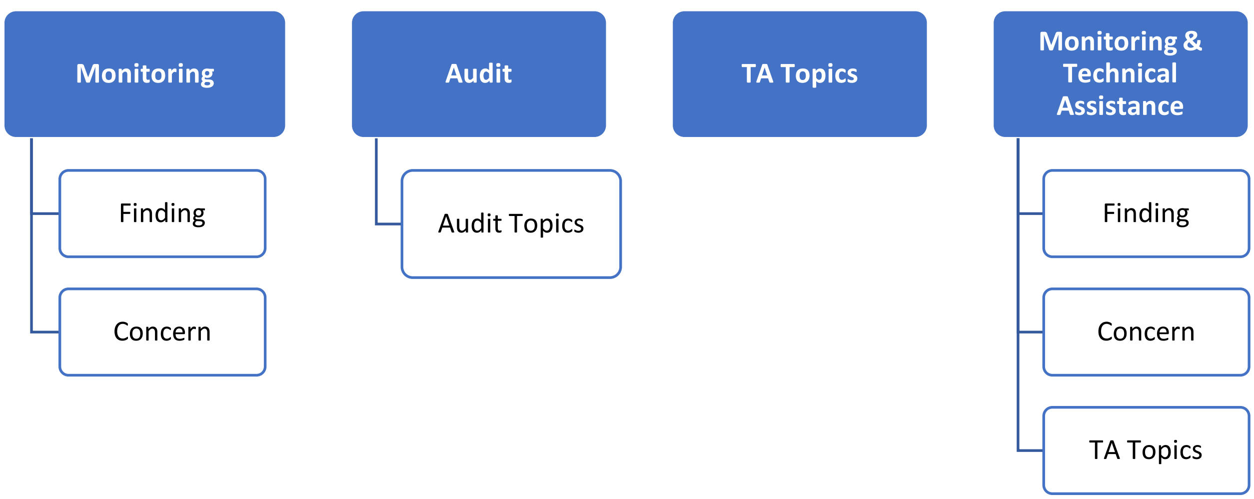
The section on Monitoring, Audits, and Technical Assistance in a Performance Report displays as soon as data is entered into it. Since the DRGR System calculates the number of visits and reports based on the dates entered, the QPR shows dates that fall under the current report period as well as all visits and reports to date.

It is important to remember that this compliance module is NOT a monitoring system in itself. It is only for reporting very basic summary level information about the number of visits and reports related to a Grantee's oversight of the activities funded under their Grants in the DRGR System. In general, the information requested on visits is limited to the dates of visits and reports as well as very high-level categories of compliance issues reviewed such as: national objective, eligible activities, financial management, and environmental review.

DRGR's **Manage My Compliance** module includes two basic levels of information:

- Events/Reports: Grantees enter the start and end dates of monitoring, audits, or TA visits as well as the date of reports. Grantees can also identify activities that have been reviewed or assisted as well as the major categories of topics covered in reviews or assistance.
- Findings/Concerns/TA Topics: Findings, concerns, and TA Topics are added to Events after the Events are created. Grantees should identify any findings and concerns made, as well as their status and corrective actions, in the main Events and Reports. For technical assistance, Grantees can identify the basic categories of topics covered.

Monitoring and TA Event Flow Chart



In monitoring and audit events, findings or concerns may be reported as resolved during the report process or left open. The DRGR's **Manage My Compliance** module allows Users to identify the status of findings and to note any follow-up action taken.

Grantee Users

Feature	Subsection	Location
Add Event	B1	Add Monitoring/Audit/TA Events
Search Events	B2	Search and View/Edit Monitoring/Audit TA Events
Search Events	B3	Add findings to an Event using the <Add Findings> link

Search Events	B4	Add concerns to an Event use the <Add Concerns> link
Search Events	B5	Add an audit topic to an Event using the <Add Audit Topic> link
Search Events	B6	Add TA topic to an Event using the <Add TA Topic> link
Search Event Topics	B7	Search and View/Edit Findings/Concerns/Audit Topics/TA Event Topics

HUD Users

Feature	Subsection	Location
Search Events	B2	Search and View Monitoring/Audit TA Events
Search Event Topics	B7	Search and View Findings/Concerns/Audit Topics/TA Event Topics

A. Manage My Compliance Module Access

A1. Grantee | User Access

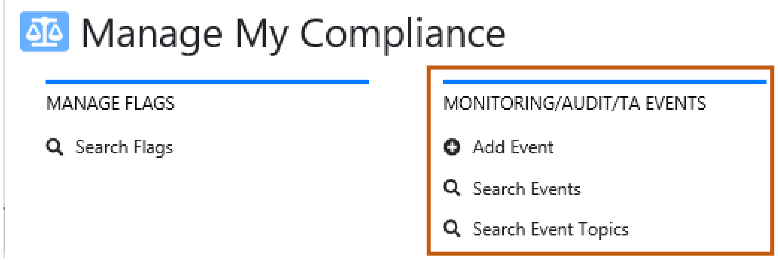
User Role: Grantee User	**Menu Option:** **Manage My Compliance**

Purpose: Allow Grantee Users to access compliance tools for Monitoring/Audit/Technical Assistance events.

Complete the following steps to access the Manage My Compliance module:

1 Select the **Manage My Compliance** module, indicated by the icon, located in the navigation menu. For best results, ensure the desired Grant is locked in the navigation bar, prior to selecting **Manage My Compliance.**

2 This opens the dropdown menu items for the **Manage My Compliance** module. The System displays the **Monitoring/Audit/Technical Assistance** menu.

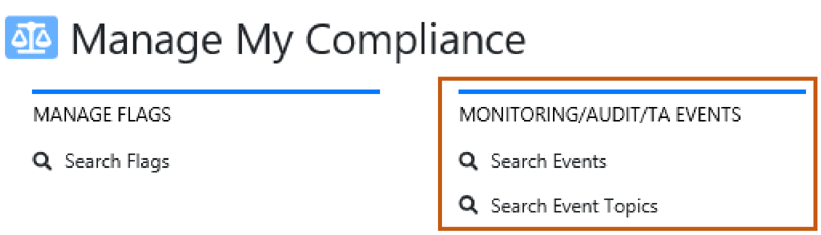


A2. HUD | User Access

User Role: HUD User	**Menu Option:** Manage My Compliance
Purpose Allow HUD Users to access compliance tools for Monitoring/Audit/Technical Assistance events.	
Complete the following steps to access the Manage My Compliance module:	

1 Select the **Manage My Compliance** module, indicated by the icon, located in the navigation menu. For best results, ensure the desired Grant is locked in the navigation bar, prior to selecting **Manage My Compliance**.

2 This opens the dropdown menu items for the **Manage My Compliance** module. The System displays the **Monitoring/Audit/TA Events** menu.



B. Events, Findings, Concerns, and Topics

B1. Grantee | Add Monitoring/Audit/TA Events

User Role: Grantee User	**Menu Item:** Add Event
Purpose: Allow Grantee users to add events of the following types: Monitoring, Audit, TA, Monitoring/TA	
Complete the following steps to add a Monitoring/Audit/TA Event.	

1 Navigate to the **Manage My Compliance** module, locate that **Monitoring/Audit/TA Events** menu, and select **<Add Event>**. The **"Add/Edit Monitoring/Audit/TA Event"** page will load. On the

	"Add/Edit Monitoring/Audit/TA Event" page, data that is required to save Monitoring/Audit/TA events is indicated by an asterisk. See the following steps for completing all fields.
2	Each event needs a unique reference number. Grantees create custom reference numbers and enter them in the reference number field. Next use the radio button to select what type of event you are adding to the System. ***Reference Number:** ***Event Type:** ○**Monitoring** ○**Audit** ○**Technical Assistance** ○**Monitoring/Technical Assistance**
3	Populate the "Organization Reviewed/Assisted" with the **<Select>** link. The organizations reviewed/assisted are chosen from those set up previously in DRGR. The **<Select>** link loads the **"Responsible Organization – Select Organizations"** page. See Chapter 6 – Responsible Organizations for more information on adding and searching for responsible organizations. **Source:** Grantee ***Organization Reviewed/Assisted** : Select ***Event Conducted:** ○**On-Site** ○**Remote** After locating the organization assisted and choosing the radio button in the "Select" column, use the **<Select Responsible Organization>** link to populate the event with the chosen organization and return to the **"Compliance- Add/Edit Monitoring/Audit/TA Event"** page.

Results Page 1 of 48 (477 Organizations found)

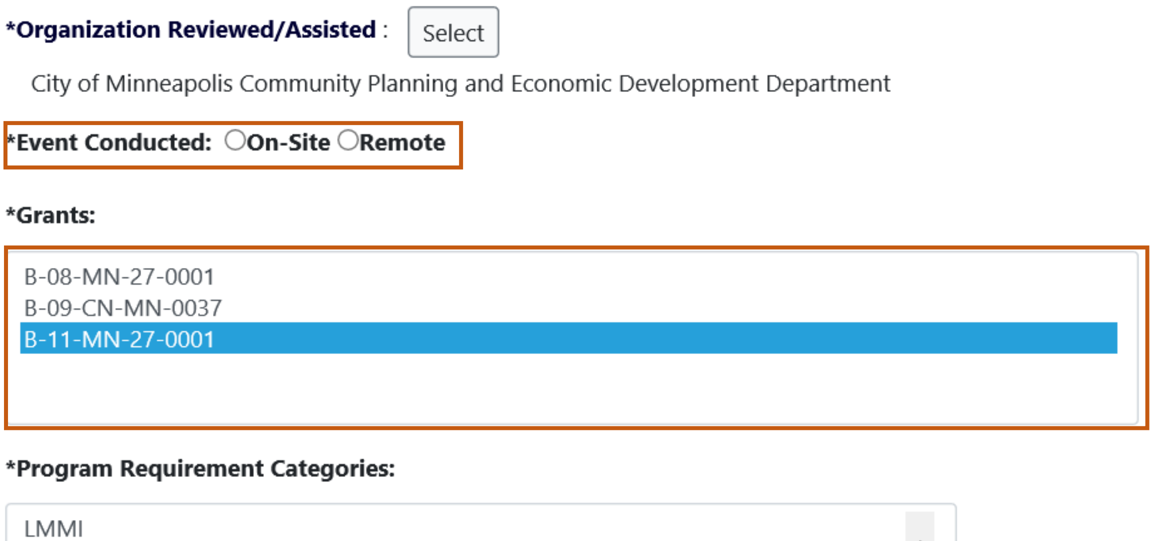
Organization Name	City	State/Territory	DUNS #	Associated Grantee Name	Select
ABERDEEN TOWNSHIP	Aberdeen Twp	NJ			○
Absecon City	Absecon	NJ			○
Allendale Borough	Allendale	NJ			○
Allenhurst Borough	Allenhurst	NJ			○
Allentown	Allentown	NJ			○
Allies, Inc.					○
Alpine Borough	Alpine	NJ			○
Asbury Park City	Asbury Park	NJ			○
Atlantic City	Atlantic City	NJ			○
Atlantic City BOE	Atlantic City	NJ			○

1 2 3 4 5 [Next 10 Results]

Select Responsible Organization | Add Responsible Organization | Cancel

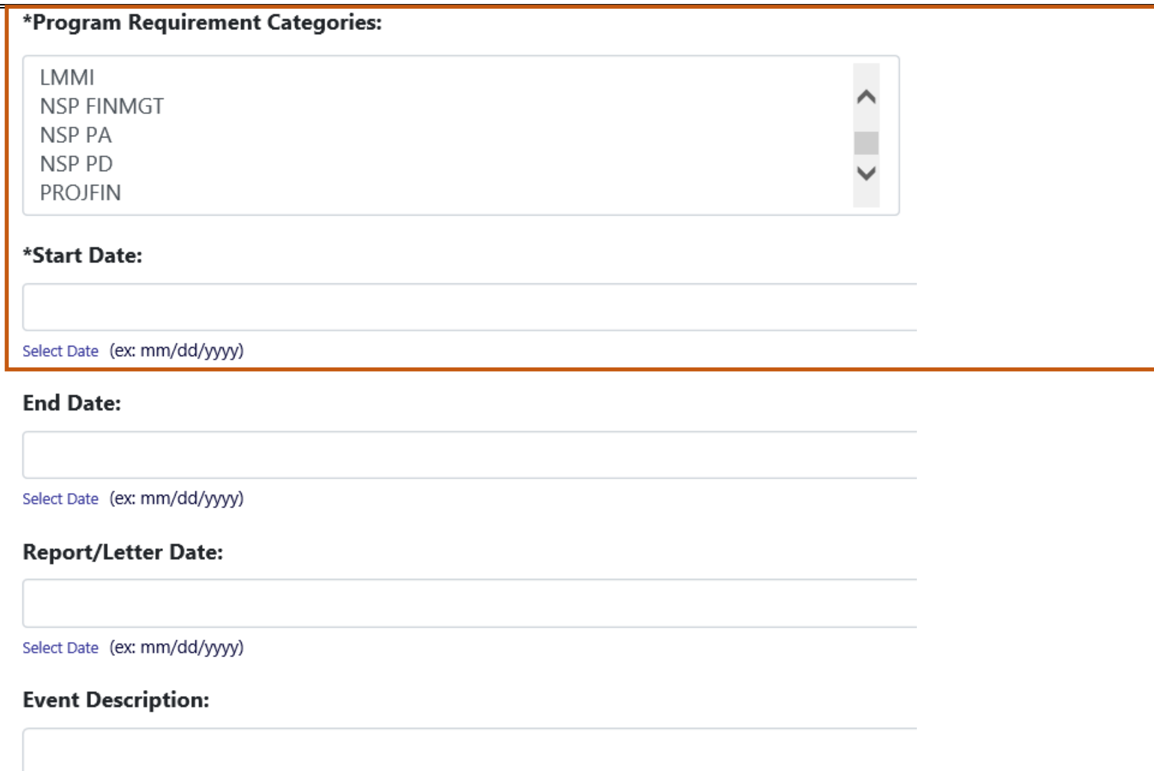
4 Identify whether the assistance/oversight event was “On-site” or “Remote” using the **<Event Conducted>** radio buttons.

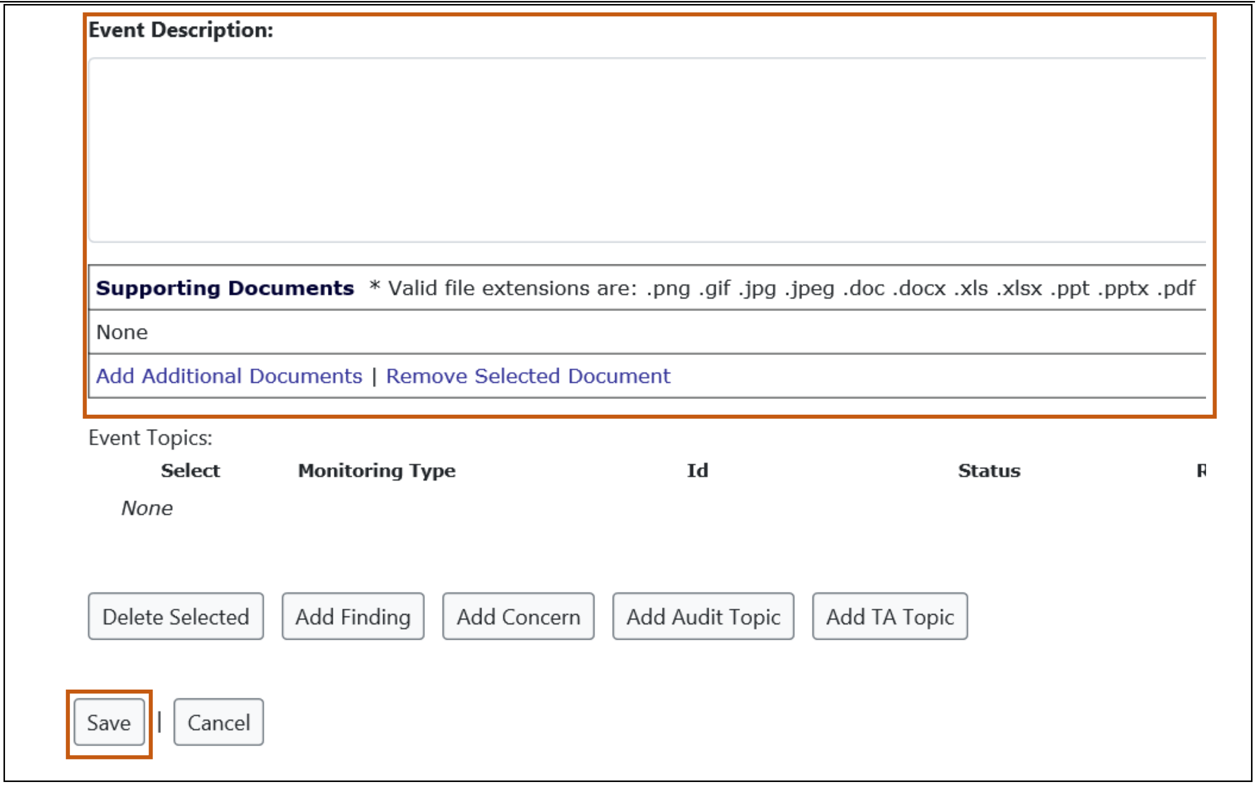
Choose the Grants involved from the “Grants” field. Chose a single Grant or hold down the control key to select multiple Grants as applicable to the event. The “Program Requirement Categories” field will then refresh to show only categories relevant to the selected Grant(s).



5 Select one or more major categories of program requirements that were reviewed as part of the event. These categories are specific to the appropriation associated with the chosen Grant(s). Use the control key to select multiple events, if desired.

A “Start Date” is required to be entered. For certain events follow up entries may need to be made for “End Date” and “Report/Letter Date.”

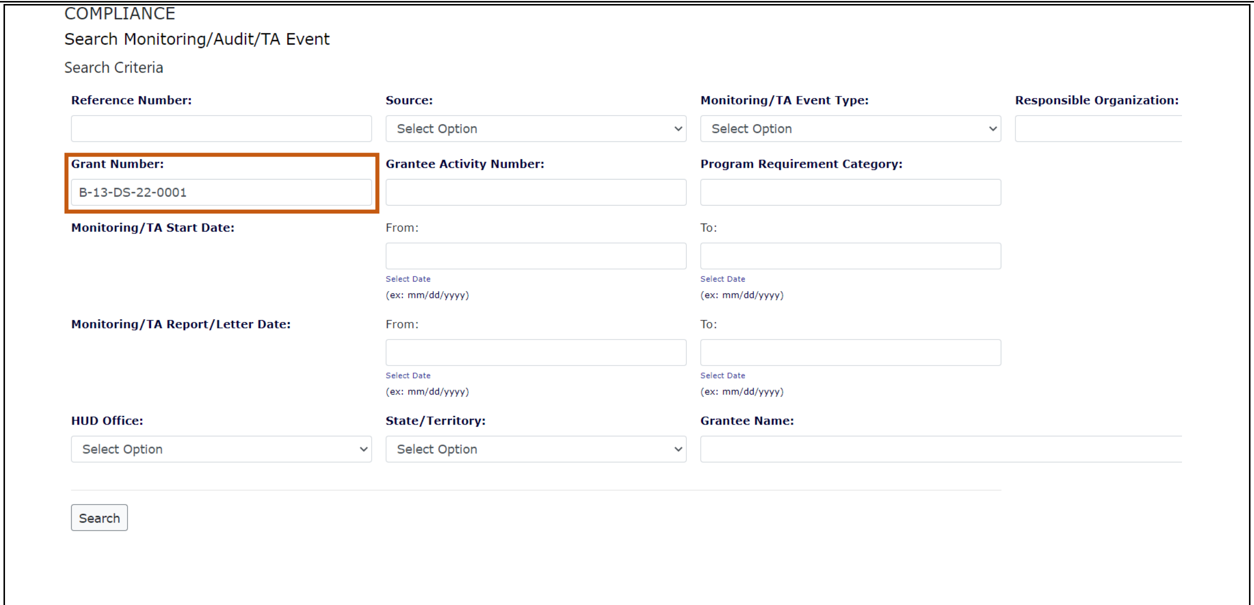
	
6	The ‘Event Description’ is an optional, but vital field for providing narrative information about the event and is the place t o enter comments or notes regarding the event. Supporting Documents may be added to the event, if desired/required. This can include reports or information relevant to the event. Additional elements (Findings/Concerns/Audit Topics/TA Topics) may also be added or removed and will be covered in the upcoming sections B3-B6. Once ready, save the event by selecting <Save>.



B2. Grantee and HUD | Search and View/Edit Monitoring/Audit/TA Events

The **"Search Monitoring/Audit/TA Events"** page provides the User with the ability to search and select Monitoring Events accessible to them. HUD HQ Users have access to all Monitoring Events; HUD Field Office (CPR Representatives) Users have access to all Monitoring events within their territory and Grantees in their jurisdiction.

User Role: Grantee and HUD User	**Action:** Search Events
Purpose: Allow Grantee and HUD Users to search for and view Monitoring/Audit/TA Events and for Grantee Users to edit the events.	
Complete the following steps to search for and view/edit Monitoring/Audit/TA Events:	
1 Navigate to the **Manage My Compliance** module, locate the Monitoring/Audit/TA Events menu, then select **<Search Events>.** The **"Compliance- Search Monitoring/Audit/TA Event"** page will load with the Grant selected in the main Navigation Bar entered into the "Grant Number" field.	



2 Enter information to refine the search, if desired. Conducting a blank search for a specific Grant will return all monitoring, audit, and technical assistance events entered for that Grant. Select **<Search>**.

This action refreshes the page and populates a table below with Monitoring/Audit TA Events with 10 results displayed per page. The table headings are selectable to better sort the results. Choosing them repeatedly will switch between an~~d~~ ascending and descending sort for the selected row. Navigate between pages using the **<page number>** links and **<Next Ten Results>** links at the bottom of the page.

Results Page 1 of 1 (3 Monitoring/Audit/TA Events found)

Source	Reference Number	Event Type	Responsible Organization	Start Date	Report/Letter Date	Action
Grantee	TEST	Monitoring	Atlanta, City of	2020-01-15		View | Edit | Delete
Grantee	TEST - TA	Technical Assistance	Atlanta, City of	2020-01-15		View | Edit | Delete
Grantee	TEST- Audit	Audit	Atlanta, City of	2020-01-15		View | Edit | Delete

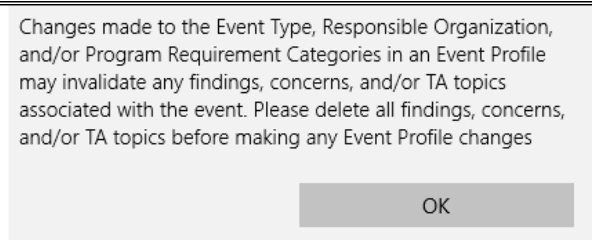
Search

Results Page 1 of 39 (387 Monitoring/Audit/TA Events found)

Source	State/Territory	Grantee Name	Reference Number	Event Type	Responsible Organization	Start Date	Report/Letter Date	Action
Grantee	Louisiana	Louisiana		Technical Assistance		2019-11-13		View
Grantee	Louisiana	Louisiana		Technical Assistance		2019-10-25		View
Grantee	Louisiana	Louisiana		Technical Assistance		2019-10-22		View

Under the "Action" column, Grantee users have links to **<View>, <Edit>,** and **<Delete>** individual events. HUD users have links to **<View>** events. Selecting the **<View>** link loads the **"View Monitoring/Audit/TA Event"** page. Selecting the **<Edit>** link loads the **"Compliance- Add/Edit Monitoring/Audit/TA Event"** page. Follow the steps in Section B1 to modify information in the Monitoring/Audit/TA Event.

Changes can be made to the Events after they have been saved, but certain types of changes may cause problems with related findings and concerns that are created. These include event type, responsible organizations, and program requirement categories. A warning message displays if any of these changes are initiated.



B3. Grantee | Add Findings

Additional Findings, Concerns, and Topics may be added or removed at event creation or later through editing an event. This section reviews adding findings.

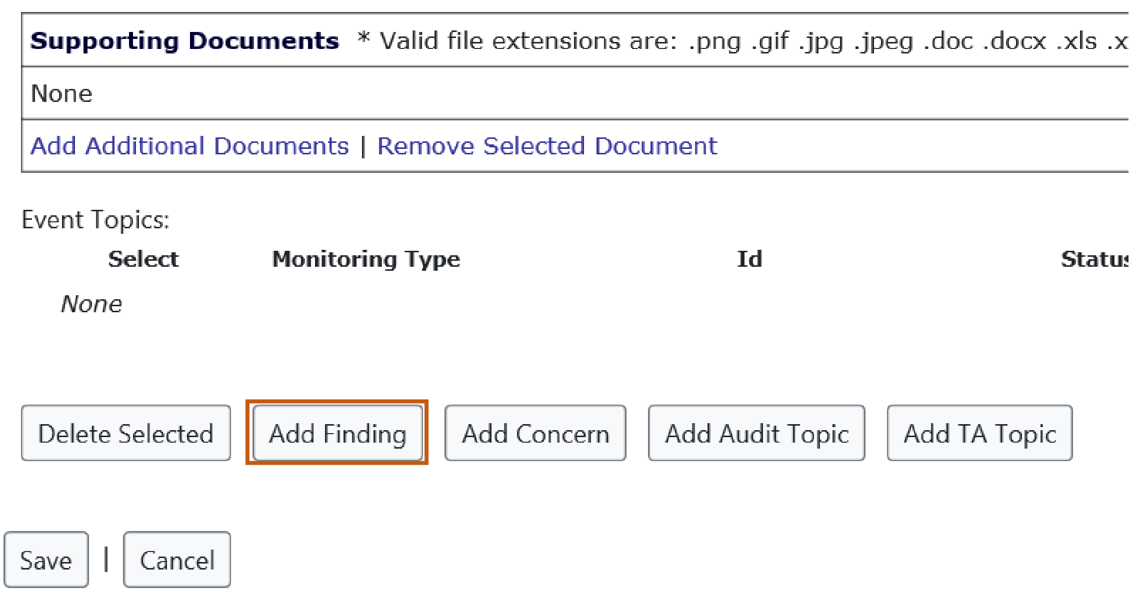
TIP! HUD considers a "Finding" to be an instance of noncompliance with program requirements. A "Concern" is a practice or situation that, if left unaddressed, may lead to noncompliance.

User Role: Grantee User	**Action:** Search Events
Purpose: Allow Grantee Users to add Findings to Monitoring/Audit/TA Events	
Complete the following steps to add findings to Monitoring/Audit/TA Events:	

1 Search for the Monitoring or Monitoring/TA Event to which the finding will be added and select **<Edit>**. See Section B2 above.

The **"Compliance- Add/Edit Monitoring/Audit/TA Event"** page will load.

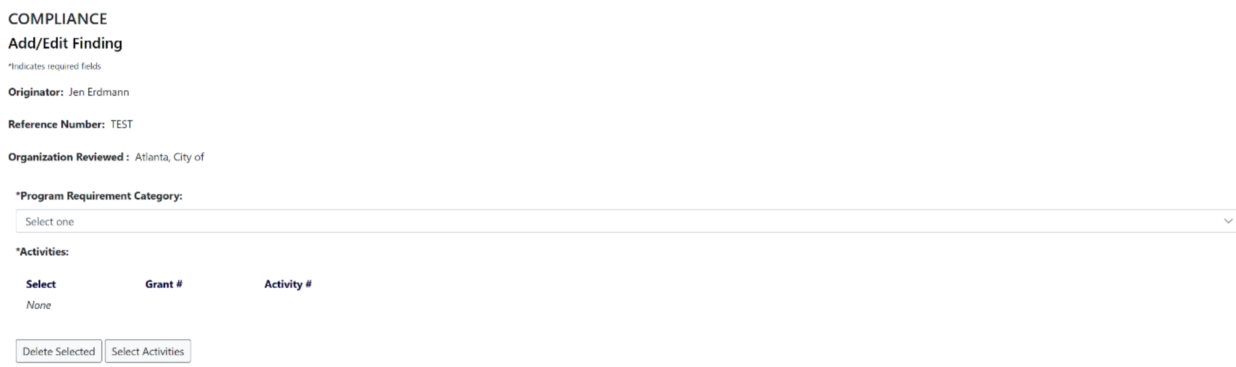
2 At the bottom of the **"Compliance- Add/Edit Monitoring/Audit/TA Event"** page, select **<Add Finding>**. The **"Add/Edit Finding"** page will load.



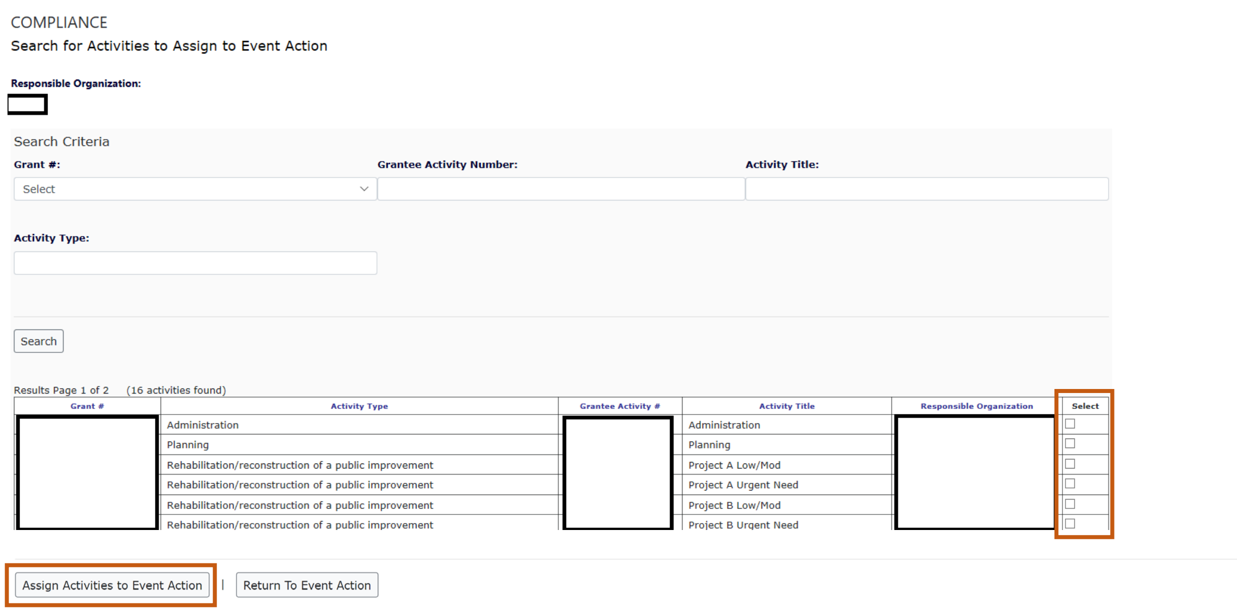
3 Some information from the event is displayed at the top of **"Add/Edit Finding"** page including the event reference number and the responsible organization.

Only the program requirements categories chosen in the monitoring event profile will display in the dropdown for the "Program Requirement Category." Users must select the category that applies to the finding by clicking in the "Select one" box.

The finding may apply to all activities in the Grant or the User can the use the **<Select Activities>** link to identify specific activities. Selecting the **<Select Activities>** link opens the "**Search for Activities to Assign to Event Action"** page.



4 On the "**Search for Activities to Assign to Event Action"** page, conduct a blank search to return all activities or enter search criteria to refine the search. Select **<Search>** to load the results. Choose the activities to assign to the finding in the "Select" column. Select **<Assign Activities to Event Action>**.



5 After adding activities to the finding the **"Add/Edit Finding"** page will reload.

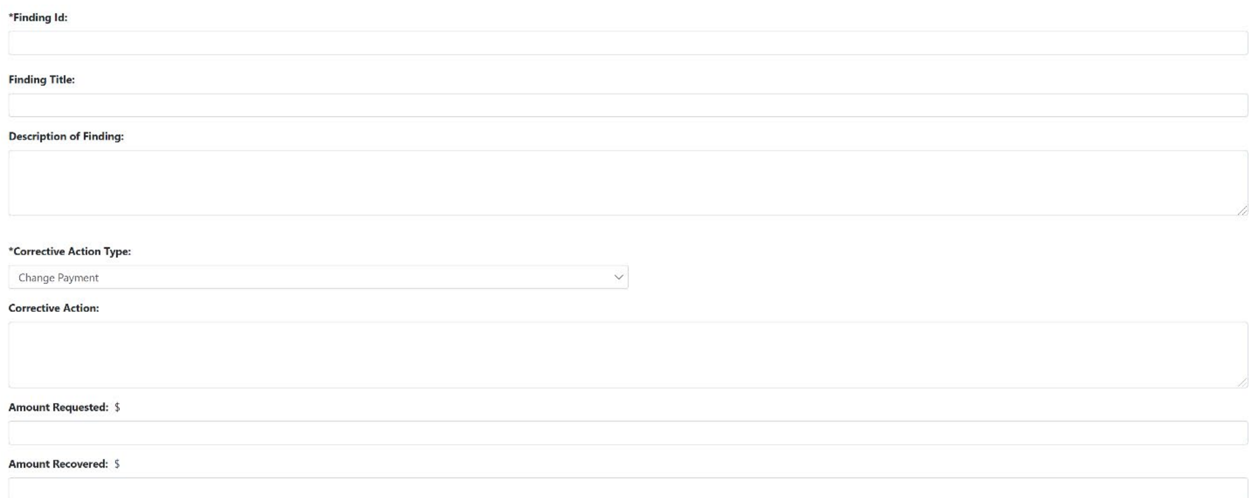
Users must assign an ID to each finding and can create a short title to describe the finding. Enter a description of the finding in the "Description of Finding" field.

TIP! Activities can also be deleted from the selected list of activities on the "Add/Edit Finding" page if needed.

Users select a corrective action using the "Corrective Action Type" dropdown.

Space is provided to describe findings, condition, criteria, cause, effect and corrective actions, but the level of detail is up to the Grantee.

If the corrective action includes reimbursement, there is also space to identify the "Amount Requested" and the "Amount Recovered." These amounts can be left as zero, as needed.



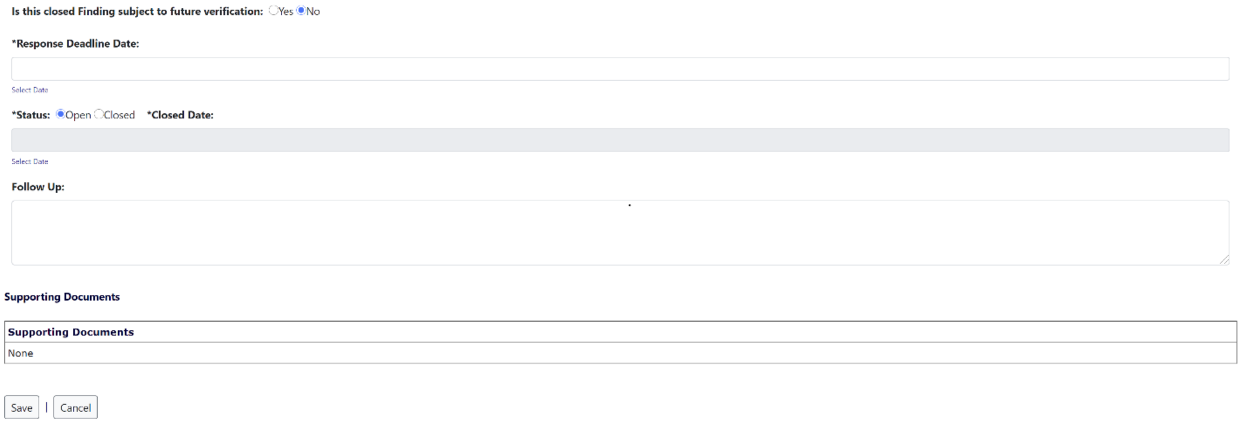
6 Users must enter whether the finding is subject to future verification and enter the "Response Deadline Date."

Users must also indicate the "Status" of the finding. If the finding is shown as closed, a "Closed Date" must be entered.

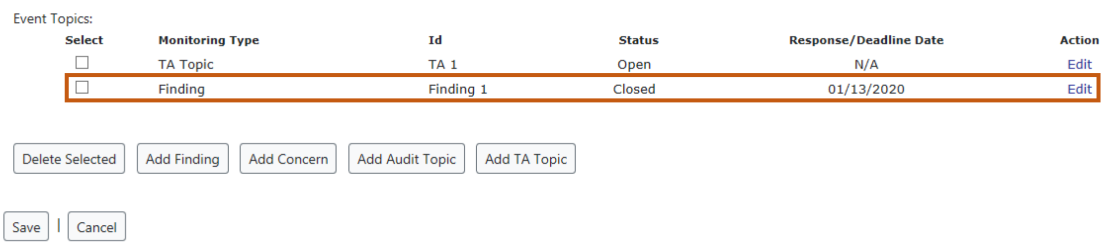
A narrative field is provided to describe follow-up action such as the dates or content of response letters.

Grantees can also view "Supporting Documentation" attached to Monitoring/Audit/TA event before adding a finding.

Select **<Save>** after all entries are completed.



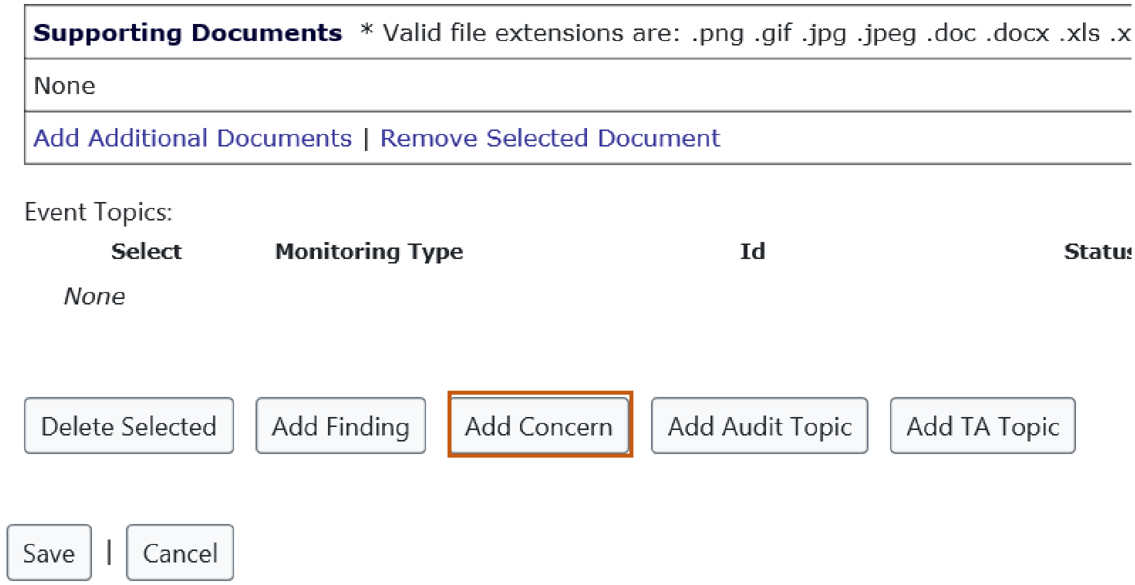
7 After the finding is saved, it displays above the **<Add Finding>** link. An **<Edit>** link is displayed under the 'Action' column on the right. This link re-opens the **"Add/Edit Finding"** page for editing of Finding information. Users can also delete existing or add additional findings, concerns, audit topics, and TA topics from this page.



B4. Grantee | Add Concerns

Concerns may be added at event creation or added later through editing an event.

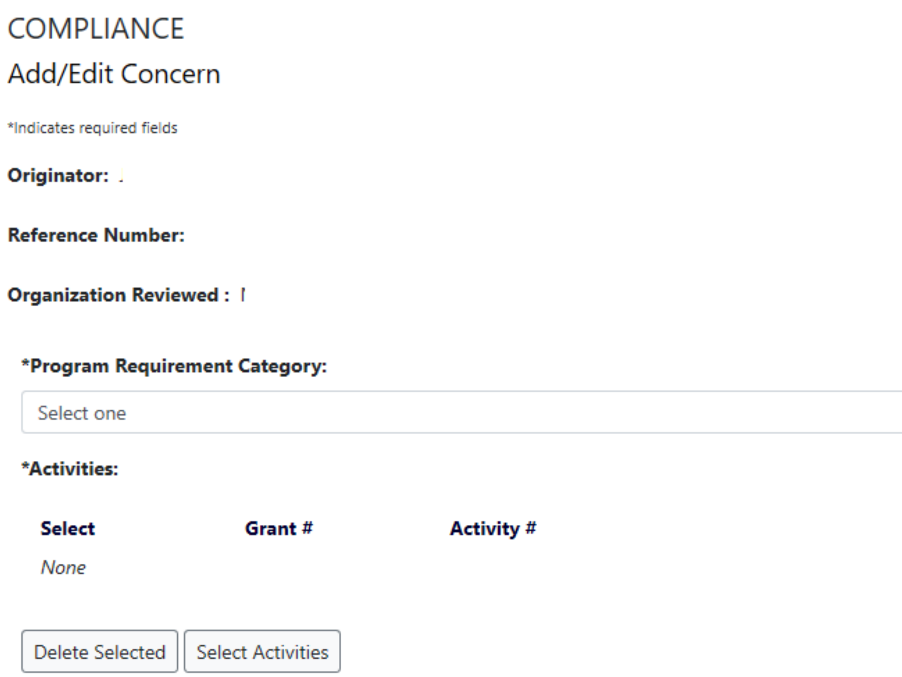
User Role: Grantee User	**Action:** Search Events
Purpose: Allow Grantee Users to add Concerns to Monitoring/Audit/TA Events	
Complete the following steps to add concerns to Monitoring/Audit/TA Events:	
1 Search for the Monitoring or Monitoring/TA Event to which the concern will be added and select **<Edit>**. See Section B2 above. The **"Compliance- Add/Edit Monitoring/Audit/TA Event"** page will load.	
2 At the bottom of the **"Compliance- Add/Edit Monitoring/Audit/TA Event"** page, select **<Add Concern>**. The **"Add/Edit Concern"** page will load.	



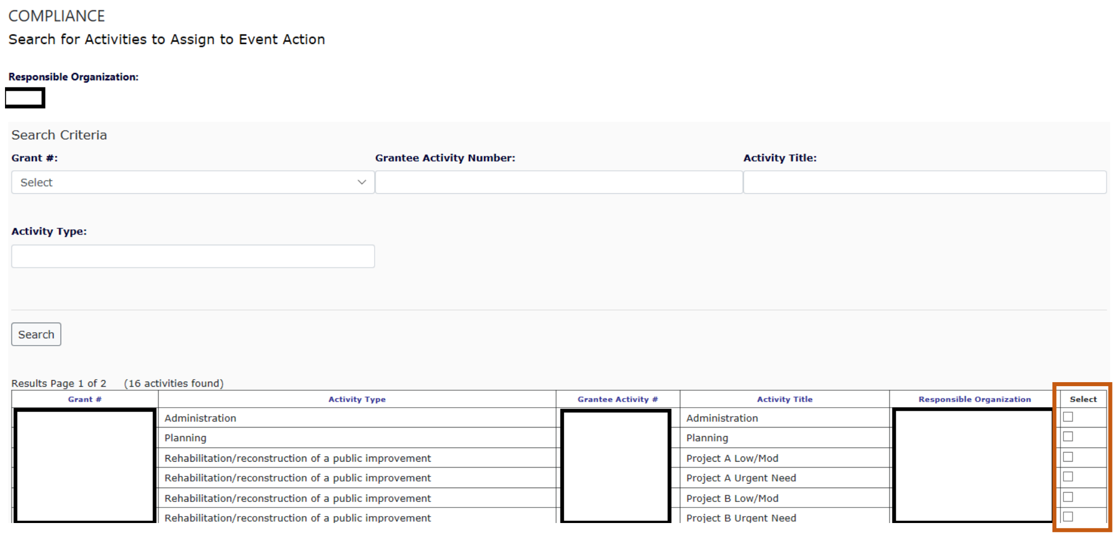
3 Some information from the event is displayed at the top of **"Add/Edit Concern"** page including the event reference number and the responsible organization.

Only the program requirements categories chosen in the monitoring event profile will display in the dropdown for the "Program Requirement Category". Users must select the category that applies to the concern by clicking in the "Select one" box.

The concern may apply to all activities in the Grant or the User can the use the **<Select Activities>** link to identify specific activities. Selecting the **<Select Activities>** link opens the "**Search for Activities to Assign to Event Action"** page.



4 On the "**Search for Activities to Assign to Event Action"** page, conduct a blank search to return all activities or enter search criteria to refine the search. Select **<Search>** to load the results. Choose the activities to assign to the concern in the "Select" column. Select **<Assign Activities to Event Action>**.


COMPLIANCE
Search for Activities to Assign to Event Action

Responsible Organization: [redacted]

Search Criteria

Grant #: Select
Grantee Activity Number:
Activity Title:
Activity Type:

Search

Results Page 1 of 2 (16 activities found)

Grant #	Activity Type	Grantee Activity #	Activity Title	Responsible Organization	Select
[redacted]	Administration	[redacted]	Administration	[redacted]	☐
	Planning		Planning		☐
	Rehabilitation/reconstruction of a public improvement		Project A Low/Mod		☐
	Rehabilitation/reconstruction of a public improvement		Project A Urgent Need		☐
	Rehabilitation/reconstruction of a public improvement		Project B Low/Mod		☐
	Rehabilitation/reconstruction of a public improvement		Project B Urgent Need		☐

5 After adding activities to the concern, the **"Add/Edit Concern"** page will reload.

Users must assign an ID to each concern and can create a short title to describe the concern. Enter a description of the finding in the "Description of Concern" field.

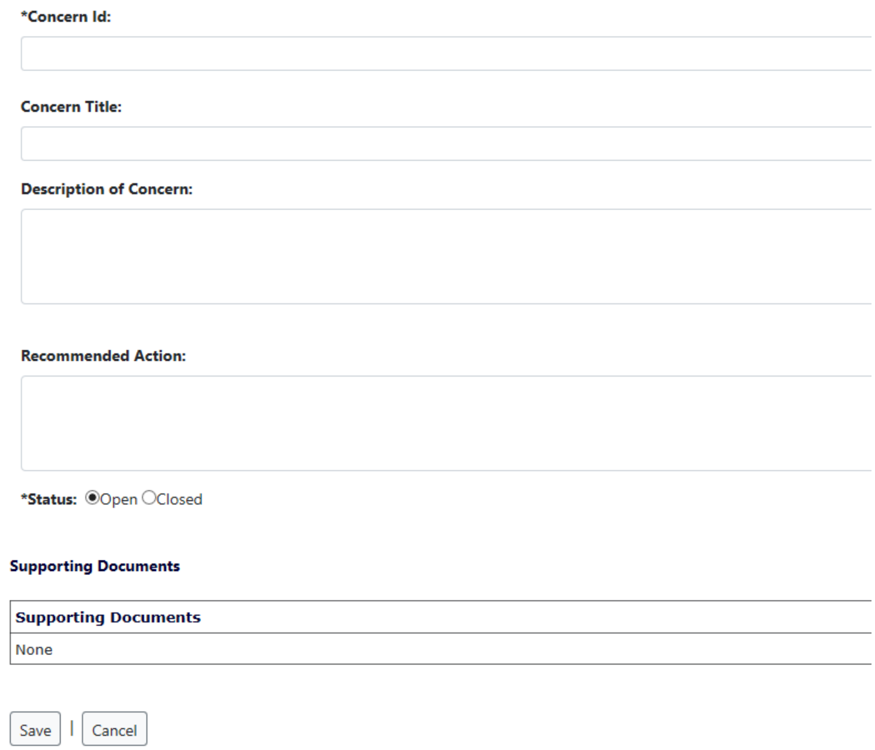
TIP! Activities can also be deleted from the selected list of activities on the "Add/Edit Finding" page if needed.

Users enter a narrative description in the "Recommended Action" box to describe actions the organization should take to address the concern.

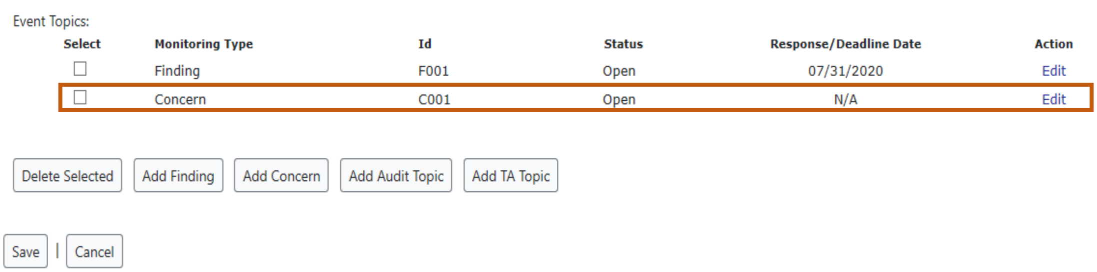
Users must also indicate the "Status" of the concern. If the concern is shown as closed, a "Closed Date" must be entered.

Grantees can also view "Supporting Documentation" attached to Monitoring/Audit/TA event before adding finding.

Select **<Save>** after all entries are completed.



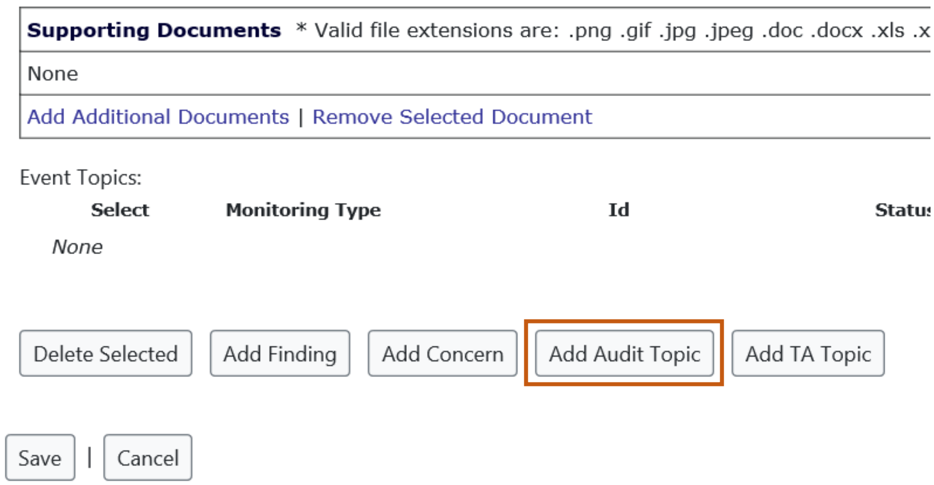
6 After the concern is saved, it displays above the **<Add Concern>** link. An **<Edit>** link is displayed under the "Action" column on the right. This link re-opens the **"Add/Edit Concern"** page for editing of concern information. Users can also delete existing or add additional findings, concerns, audit topics, and TA topics from this page.



B5. Grantee | Add Audit Topics

Grantees are responsible for establishing requirements, as necessary, to ensure compliance with Federal audit requirements by Responsible Organizations. Contracts with Responsible Organizations should describe applicable compliance related requirements and the Responsible Organization's compliance responsibility. Methods to ensure compliance for Federal Awards made to Responsible Organizations may include pre-award audits, monitoring during the contract, and post-award audits.

User Role: Grantee User	Action: Search Events

Purpose: Allow Grantee Users to add Audit Topics to Monitoring/Audit/TA Events	
	Complete the following steps to add audit topics to Monitoring/Audit/TA Events:
1	Search for the Audit Event to which the audit topic will be added and select **<Edit>**. See Section B2 above. The **"Compliance- Add/Edit Monitoring/Audit/TA Event"** page will load.
2	At the bottom of the **"Compliance- Add/Edit Monitoring/Audit/TA Event"** page, select **<Add Audit Topic>**. The **"Add/Edit Audit Topic"** page will load. 
3	Some information from the event is displayed at the top of **"Add/Edit Audit Topic"** page including the event reference number and the responsible organization. Only the program requirements categories chosen in the audit event profile will display in the dropdown for the "Program Requirement Category." Users must select the category that applies to the audit topic by clicking in the "Select one" box. The audit topic may apply to all activities in the Grant or the User can the use the **<Select Activities>** link to identify specific activities. Selecting the **<Select Activities>** link opens the "**Search for Activities to Assign to Event Action"** page.

COMPLIANCE

Add/Edit Audit Topic

*Indicates required fields

Originator:

Reference Number: Test Audit

Organization Reviewed :

Responsible Organization Conducting Audit Topic: [Select]

***Program Requirement Category:**

FINMGMT

***Activities:**

Select	Grant #	Activity #
☐	B-1	
☐	B-1	
☐	B-1	

[Delete Selected] [Select Activities]

4 On the "**Search for Activities to Assign to Event Action"** page, conduct a blank search to return all activities or enter search criteria to refine the search. Select **<Search>** to load the results. Choose the activities to assign to the audit topic in the "Select" column. Select **<Assign Activities to Event Action>**.

Results Page 1 of 48 (477 Organizations found)

Organization Name	City	State/Territory	DUNS #	Associated Grantee Name	Select
ABERDEEN TOWNSHIP	Aberdeen Twp	NJ			○
Absecon City	Absecon	NJ			○
Allendale Borough	Allendale	NJ			○
Allenhurst Borough	Allenhurst	NJ			○
Allentown	Allentown	NJ			○
Allies, Inc.					○
Alpine Borough	Alpine	NJ			○
Asbury Park City	Asbury Park	NJ			○
Atlantic City	Atlantic City	NJ			○
Atlantic City BOE	Atlantic City	NJ			○

1 2 3 4 5 [Next 10 Results]

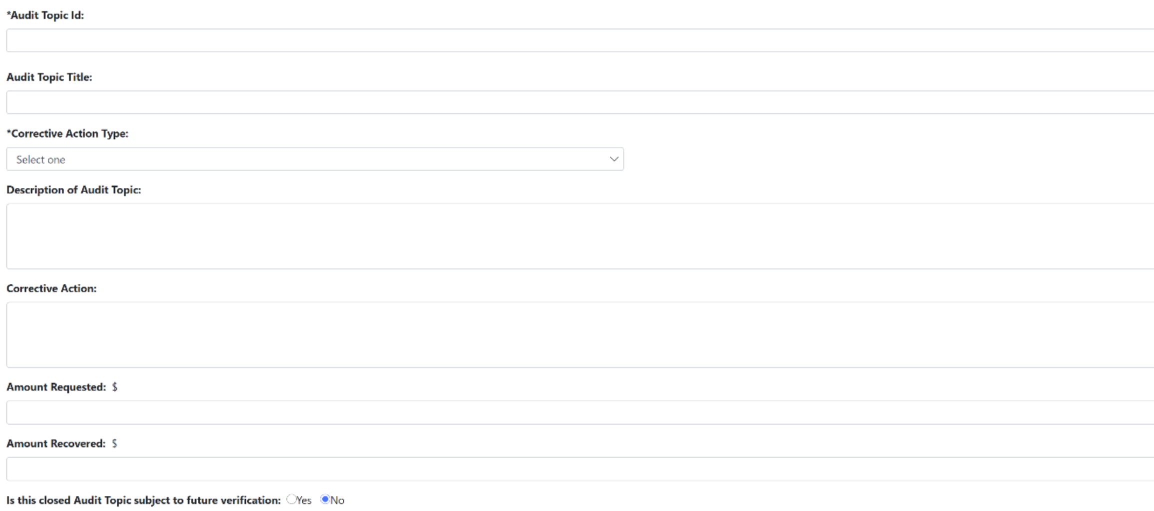
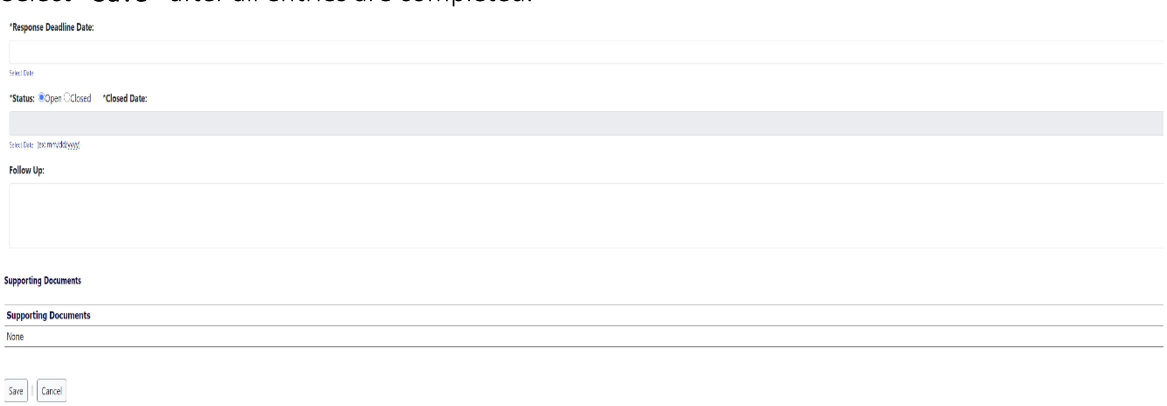
[Select Responsible Organization] [Add Responsible Organization] | [Cancel]

5 After adding activities to the audit topic the **"Add/Edit Audit Topic"** page will reload.

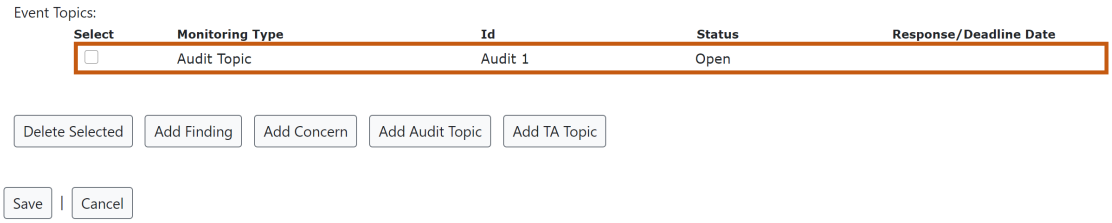
Users must assign an ID to each audit topic and can create a short title to describe the audit topic. Enter a description of the audit topic in the "Description of Audit Topic" field.

Users select a corrective action using the "Corrective Action Type" dropdown.

TIP! Activities can also be deleted from the selected list of activities on the "Add/Edit Finding" page if needed.

	Space is provided to describe the condition, criteria, cause, effect and corrective actions, but the level of detail is up to the Grantee. If the corrective action includes reimbursement, there is also space to identify the "Amount Requested" and the "Amount Recovered." These amounts can be left as zero, as needed. Users must enter whether the finding is subject to future verification by selecting "Yes" or "No." 
6	Users must enter the "Response Deadline Date." Users must also indicate the "Status" of the finding. If the finding is shown as closed, a "Closed Date" must be entered. A narrative field is provided to describe follow-up action such as the dates or content of response letters. Grantees can also view "Supporting Documentation" attached to Monitoring/Audit/TA event before adding finding. Select **<Save>** after all entries are completed. 

7 After the audit topic is saved, it displays above the **<Add Audit Topic>** link. An **<Edit>** link is displayed under the "Action" column on the right. This link re-opens the **"Add/Edit Audit Topic"** page for editing of concern information. Users can also delete existing or add additional findings, concerns, audit topics, and TA topics from this page.



B6. Grantee | Add TA Topics

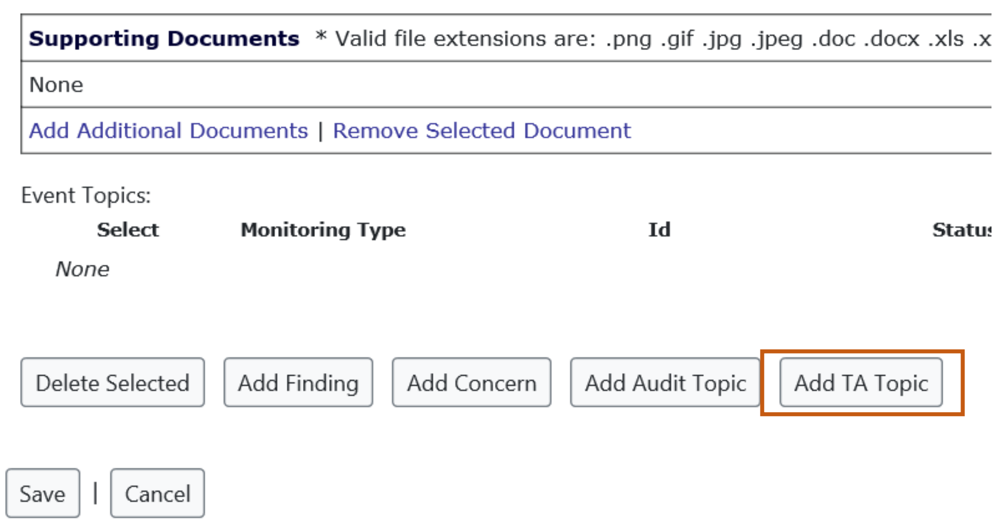
Throughout the year, the Grantees continue the process of providing support to help Responsible Organizations achieve their goals. This is accomplished by providing Technical Assistance (TA) to address identified problems, evaluate performance, and ensure compliance with regulations and program requirements.

User Role: Grantee User	**Action:** Search Events
Purpose: Allow Grantee Users to add TA Topics to Monitoring/Audit/TA Events	
Complete the following steps to add TA topics to Monitoring/Audit/TA Events:	

1 Search for the Monitoring/TA or Technical Assistance Event to which the audit topic will be added and select **<Edit>**. See Section B2 above.

The **"Compliance- Add/Edit Monitoring/Audit/TA Event"** page will load.

2 At the bottom of the **"Compliance- Add/Edit Monitoring/Audit/TA Event"** page, select **<Add TA Topic>**. The **"Add/Edit TA Topic"** page will load.

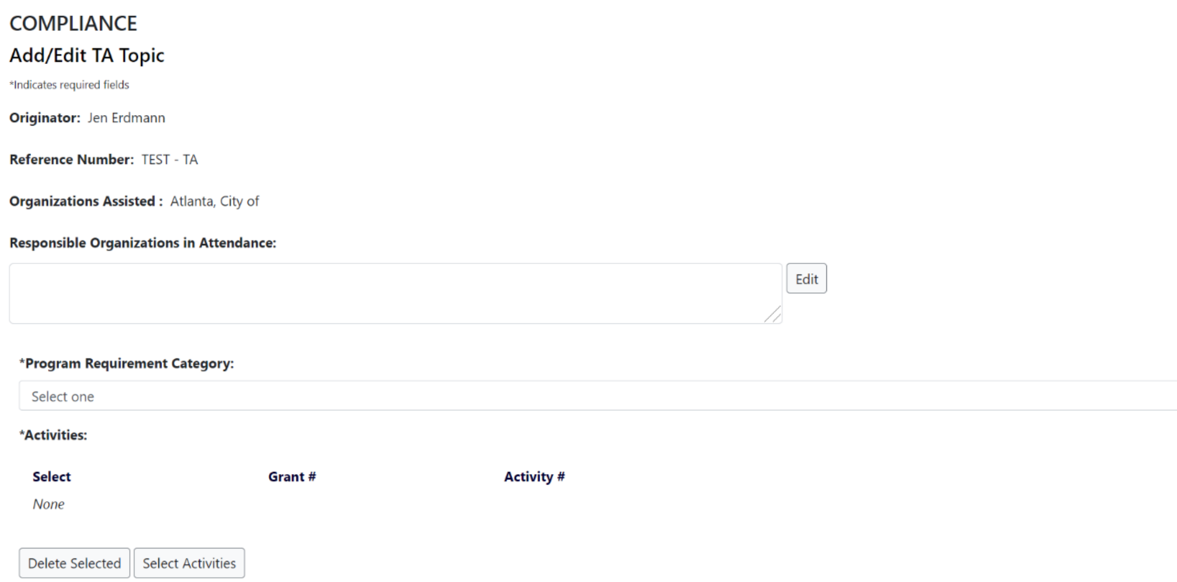


3 Some information from the event is displayed at the top of **"Add/Edit TA Topic"** page including the event reference number and the responsible organization.

Using the **<Edit>** link, select the Responsible Organizations in attendance.

Only the program requirements categories chosen in the event profile will display in the dropdown for the "Program Requirement Category." Users must select the category that applies to the TA topic by clicking in the "Select one" box.

The TA topic may apply to all activities in the Grant or the User can the use the **<Select Activities>** link to identify specific activities. Selecting the **<Select Activities>** link opens the "**Search for Activities to Assign to Event Action"** page.



COMPLIANCE

Add/Edit TA Topic

*Indicates required fields

Originator: Jen Erdmann

Reference Number: TEST - TA

Organizations Assisted : Atlanta, City of

Responsible Organizations in Attendance:

Edit

***Program Requirement Category:**

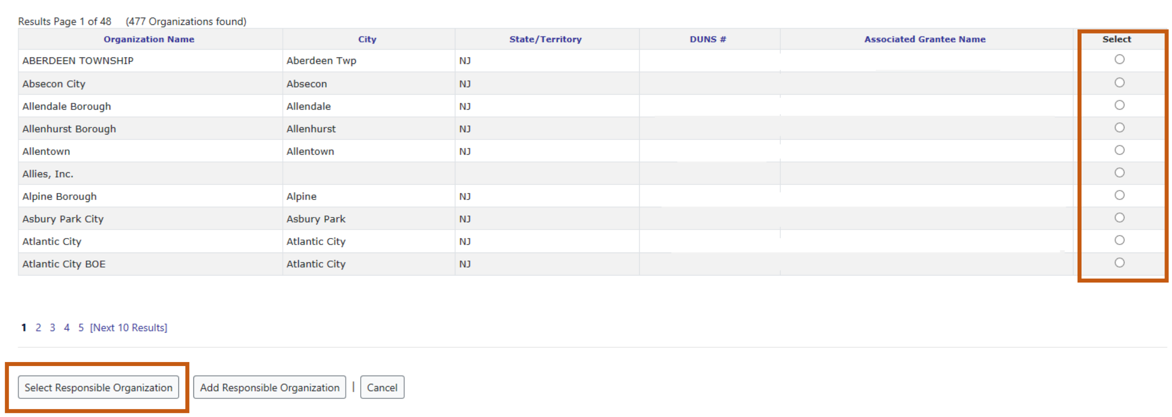
Select one

***Activities:**

Select	Grant #	Activity #
None		

Delete Selected | Select Activities

4 On the "**Search for Activities to Assign to Event Action"** page, conduct a blank search to return all activities or enter search criteria to refine the search. Select **<Search>** to load the results. Choose the activities to assign to the TA topic in the "Select" column. Select **<Assign Activities to Event Action>**.



Results Page 1 of 48 (477 Organizations found)

Organization Name	City	State/Territory	DUNS #	Associated Grantee Name	Select
ABERDEEN TOWNSHIP	Aberdeen Twp	NJ			○
Absecon City	Absecon	NJ			○
Allendale Borough	Allendale	NJ			○
Allenhurst Borough	Allenhurst	NJ			○
Allentown	Allentown	NJ			○
Allies, Inc.					○
Alpine Borough	Alpine	NJ			○
Asbury Park City	Asbury Park	NJ			○
Atlantic City	Atlantic City	NJ			○
Atlantic City BOE	Atlantic City	NJ			○

1 2 3 4 5 [Next 10 Results]

Select Responsible Organization | Add Responsible Organization | Cancel

5 After adding activities to the finding the **“Add/Edit TA Topic”** page will reload.

Users must assign an ID to each TA Topic and can create a short title to describe the TA topic.

> TIP! Activities can also be deleted from the selected list of activities on the “Add/Edit Finding” page if needed.

Choose a rationale of “Concern,” “Finding,” or “Preventative” from the “Rationale” dropdown field.

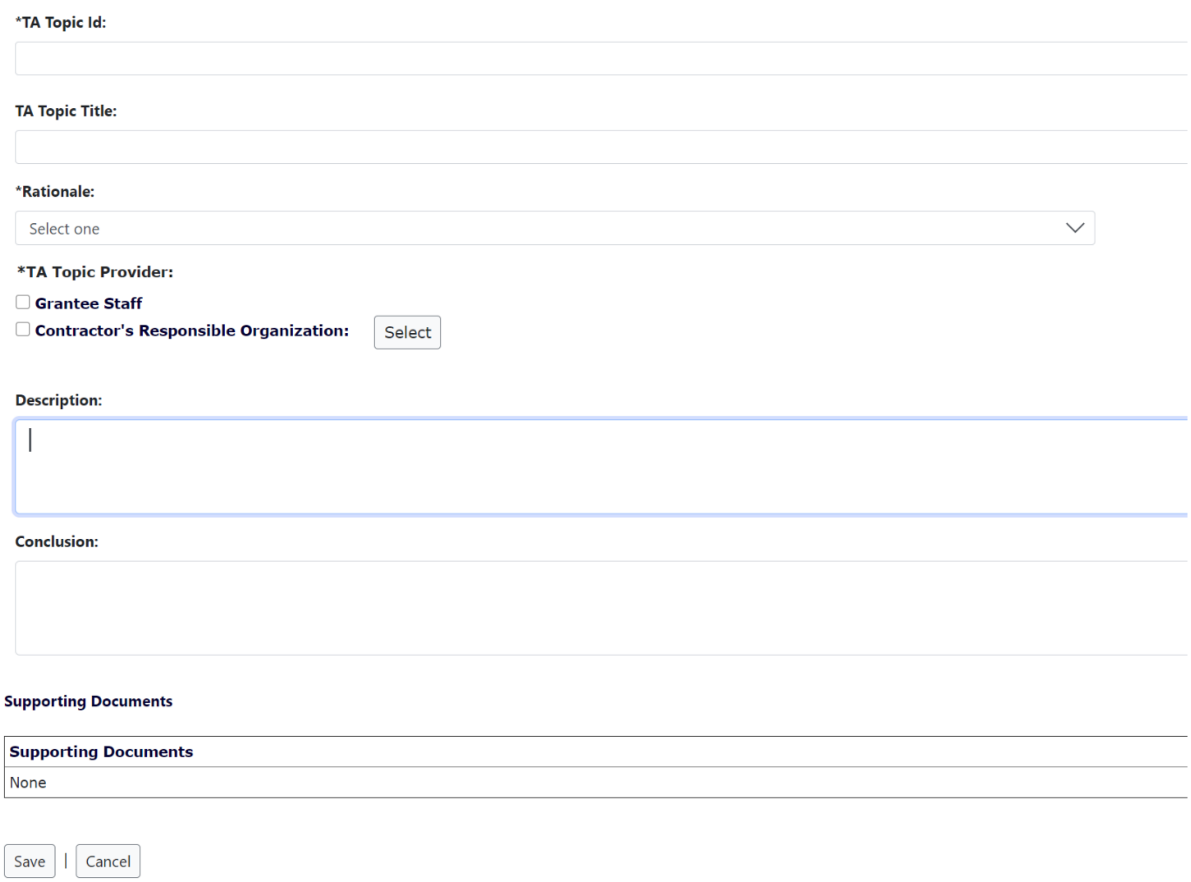
Select the “TA Topic Provider” using the “Grantee” or “Contractor’s Responsible Organization” check boxes. Use the **<Select>** link to search for responsible organizations.

Space is provided to describe the technical assistance and to make a conclusion, but the level of detail is up to the Grantee.

Grantees can also view “Supporting Documentation” attached to Monitoring/Audit/TA event before adding finding.

Select **<Save>** after all entries are completed.

The remainder of this page intentionally left blank.



6 After the TA topic is saved, it displays above the **<Add TA Topic>** link. An **<Edit>** link is displayed under the “Action” column on the right. This link re-opens the **“Add/Edit TA Topic”** page for editing of

concern information. Users can also delete existing or add additional findings, concerns, audit topics, and TA topics from this page.

B7. Grantee and HUD | Search Event Topics

The **"Search Event Topics"** page provides the User with the ability to search and select findings and concerns accessible to them. HUD HQ Users have access to all findings/concerns; HUD Field Office Users have access to all findings/concerns within their territory and Grantees in their jurisdiction.

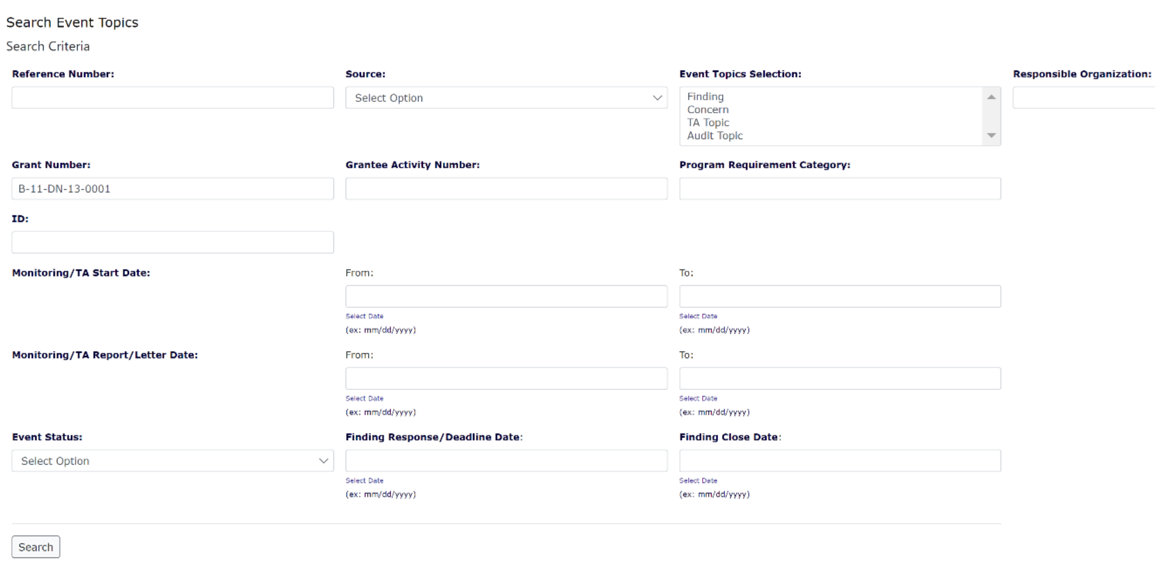
User Role: Grantee and HUD User	**Action:** Search Event Topics

Purpose: Allow Grantee and HUD Users to search for and view Monitoring/Audit/TA Event Topics and for Grantee Users to edit the event topics.

Complete the following steps to search for and view/edit Monitoring/Audit/TA Events:

1 Navigate to the **Manage My Compliance** module, locate the Monitoring/Audit/TA Events menu, then select <Search Event Topics>. The **"Compliance- Search Monitoring/Audit/TA Event"** page will load with the Grant selected in the main Navigation Bar entered into the "Grant Number" field.

2 Enter information to refine the search, if desired. Conducting a blank search for a specific Grant will return all monitoring, audit, and technical assistance events entered for that Grant. Select **<Search>**.



This action refreshes the page and populates a table below with Monitoring/Audit TA Events with 10 results displayed per page. The table headings are selectable to better sort the results.

Choosing them repeatedly will switch between and ascending and descending sort for the selected row. Navigate between pages using the **<page number>** links and **<Next Ten Results>** links at the bottom of the page.

Results Page 1 of 1 (2 Monitoring/Audit/TA Events found)

Source	Reference Number	Responsible Organization	Event Type	ID	Status	Start Date	Report/Letter Date	Action
Grantee	TEST- Audit	Atlanta, City of	Audit Topic	Audit 1	Open	2020-01-15		View | Edit | Delete
Grantee	TEST - TA	Atlanta, City of	TA Topic	TEST TA	Open	2020-01-15		View | Edit | Delete

Search

Results Page 1 of 39 (387 Monitoring/Audit/TA Events found)

Source	State/Territory	Grantee Name	Reference Number	Event Type	Responsible Organization	Start Date	Report/Letter Date	Action
Grantee	Louisiana	Louisiana		Technical Assistance		2019-11-13		View
Grantee	Louisiana	Louisiana		Technical Assistance		2019-10-25		View
Grantee	Louisiana	Louisiana		Technical Assistance		2019-10-22		View

Under the "Action" column, Grantee users have links to **<View>, <Edit>** and **<Delete>** individual events. HUD users have links to **<View>** events. Selecting the **<View>** link loads the **"View Monitoring/Audit/TA Event"** page. Selecting the **<Edit>** link loads the **"Add/Edit Topic"** page. Follow the steps in Section B3-B6 to modify information in the Event Topics.

Changes can be made to the Events and Event Topics after they have been saved, but certain types of changes may cause problems with related findings and concerns that are created. These include event type, responsible organizations, and program requirement categories. A warning message displays if any of these changes are initiated.

Changes made to the Event Type, Responsible Organization, and/or Program Requirement Categories in an Event Profile may invalidate any findings, concerns, and/or TA topics associated with the event. Please delete all findings, concerns, and/or TA topics before making any Event Profile changes

OK

The remainder of this page is intentionally left blank.