

Cost Control Report submitted? (circle each month submitted)	<input type="checkbox"/>	<input type="checkbox"/>	
Mar Apr May June July Aug Sept Oct Nov Dec Jan Feb			
Cost Worksheet submitted? (circle each month submitted)	<input type="checkbox"/>	<input type="checkbox"/>	
Mar Apr May June July Aug Sept Oct Nov Dec Jan Feb			
Reimbursement Request submitted? (circle each month submitted)	<input type="checkbox"/>	<input type="checkbox"/>	
Mar Apr May June July Aug Sept Oct Nov Dec Jan Feb			
Personnel Cost Worksheet submitted? (circle each month submitted)	<input type="checkbox"/>	<input type="checkbox"/>	
Mar Apr May June July Aug Sept Oct Nov Dec Jan Feb			
	YES	NO	COMMENTS
ADMINISTRATIVE REQUIREMENTS			
Does Subrecipient maintain personnel records for all persons paid by or through [CDBG] funds provided by HCCSD?	<input type="checkbox"/>	<input type="checkbox"/>	
Does Subrecipient maintain documentation of an Affirmative Action Program?	<input type="checkbox"/>	<input type="checkbox"/>	
Does Subrecipient have documentation stating it is an Equal Opportunity or Affirmative Action Employer? (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Have any personnel employed in the administration of the CDBG funded program been used for political activities, sectarian or religious activities, lobbying, political patronage, and nepotism activities?	<input type="checkbox"/>	<input type="checkbox"/>	
Is Subrecipient operating program in compliance with OSHA requirements, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	
Is Subrecipient adhering to the "Section 3 Clause" of the HUD Act of 1968? (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Is Subrecipient adhering to the requirements of the Hatch Act? (Chap. 15 of Title V United States Code)	<input type="checkbox"/>	<input type="checkbox"/>	
Is documentation maintained for Conflict of Interest, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	
Does Subrecipient have a copy of contract to reference?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the project/program operating within the stated Scope of Service?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the Program Delivery being executed as stated in the contract?	<input type="checkbox"/>	<input type="checkbox"/>	
	YES	NO	COMMENTS
RECORDKEEPING			
Does the program maintain a grant file?	<input type="checkbox"/>	<input type="checkbox"/>	

Does the agency maintain an application file?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the agency maintain client files?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the agency maintain property files? <i>(if applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the agency have a program procedure manual? <i>Retain copy of pertinent areas for HCCSD file</i>	<input type="checkbox"/>	<input type="checkbox"/>	
	YES	NO	COMMENTS
OTHER MONITORING AREAS			
☐ CONFIDENTIALITY			
Are systems in place that ensure the confidentiality of persons provided services for family violence treatment prevention, homeless services, etc?	<input type="checkbox"/>	<input type="checkbox"/>	
☐ GRIEVANCE PROCEDURE			
Are there written procedures to address grievances or complaints of employees and program participants?	<input type="checkbox"/>	<input type="checkbox"/>	
☐ LIMITED ENGLISH PROFICIENCY			
Does Subrecipient provide program information in the appropriate languages for the geographic area (i.e. Spanish)?	<input type="checkbox"/>	<input type="checkbox"/>	
☐ TERMINATION OF PROGRAM ASSISTANCE			
Is there a formal process in place that recognizes the rights of individuals receiving assistance to due process of law when terminating assistance?	<input type="checkbox"/>	<input type="checkbox"/>	
☐ GRANTOR RECOGNITION			
Is grantee recognition maintained/observed for all items made available or possible through CDBG/ESG funds provided by HCCSD?	<input type="checkbox"/>	<input type="checkbox"/>	
☐ PROGRAM CHANGES			
Have any significant changes been made to the program? <i>(i.e. staff changes, budget revisions, scope of services)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Were changes approved by HCCSD?	<input type="checkbox"/>	<input type="checkbox"/>	
Does Subrecipient maintain documentation of HCCSD approval of applicable amendments/revisions to Subrecipient Agreement? <i>(if applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Records to be Maintained			
Are records maintained describing each activity undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	
Do records maintained demonstrate each activity undertaken meets a	<input type="checkbox"/>	<input type="checkbox"/>	

national objective?			
Are records maintained documenting homelessness? (<i>ESG programs only</i>)	<input type="checkbox"/>	<input type="checkbox"/>	
Are records maintained documenting participant income? (<i>if applicable</i>)	<input type="checkbox"/>	<input type="checkbox"/>	
Are records maintained documenting compliance with the fair housing and equal opportunity components of the CDBG Program? (<i>if applicable</i>)	<input type="checkbox"/>	<input type="checkbox"/>	
Has Sub-recipient maintained real property inventory records, which clearly identify properties purchased, improved, or sold? (<i>if applicable</i>)	<input type="checkbox"/>	<input type="checkbox"/>	
Has an annual agency audit been conducted in accordance with Generally Accepted Governmental Auditing Standards (the "Yellow Book")? (<i>if applicable</i>)	<input type="checkbox"/>	<input type="checkbox"/>	
Does Subrecipient maintain a completed copy of the Section 504 Self Evaluation and Transition Plan?	<input type="checkbox"/>	<input type="checkbox"/>	
Does Subrecipient retain copies on file of monthly programmatic and financial reporting requirements submitted to HCCSD? <i>See Contract Reporting Requirements above.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Retention			
Does Subrecipient have a system in place to retain records for 5 years?	<input type="checkbox"/>	<input type="checkbox"/>	
**** Final Confirmation of Documentation			
Does supporting documentation exist in all files reviewed for each of the above questions?	<input type="checkbox"/>	<input type="checkbox"/>	