



# HARRIS COUNTY COMMUNITY SERVICES DEPARTMENT

## PY2018 Monthly Report Coversheet / Checklist

Subrecipient Name/Project # :

Program

CDBG/ESG

Project Name:

Reporting Month and Year:

- Project Status Report
- Client Data Report (*Alphabetize and list new clients first*)
- Tally Sheet (*for all new clients*)
- Individual Eligibility Forms (*Alphabetize and assemble in same order listed on Client Data Report*)
- Employee Data Report
- HMIS/Client Track Printouts (***required of all projects that serve homeless persons***):
  - a. *Clients Served with Details*
  - b. *Clients in Programs*
  - c. *Service Summary Report*
- SAGE HMIS Reporting Repository (ESG Projects only/Annually)
- Bed Days Spreadsheet (***if applicable***)
- Mid -Year Report or Annual Performance Report
- Financial Reporting Forms

Submitted by:

Date: