

	YES	NO	COMMENTS
<b>CONTRACT BENEFICIARIES</b>			
How many persons are currently being/were served?			
Is this consistent with the contract?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ESG funds are utilized to pay for the activity below:</b>			
<input type="checkbox"/> Emergency Shelter			
<input type="checkbox"/> Essential Services			
<input type="checkbox"/> Rapid Re-housing			
<input type="checkbox"/> Street Outreach			
Are activities benefiting persons that fall under the Very Low Income category? <i>(All participants must be below 30% AML at assessment)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	COMMENTS
<b>CONTRACT REPORTING REQUIREMENTS</b>			
Are the Programmatic Reports submitted timely monthly?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>PROGRAMMATIC</b>			
Client Data Reports submitted monthly? (circle each month submitted ) Mar Apr May June July Aug Sept Oct Nov Dec Jan Feb	<input type="checkbox"/>	<input type="checkbox"/>	
Project Status Reports submitted? (circle each month submitted) Mar Apr May June July Aug Sept Oct Nov Dec Jan Feb	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Data Reports submitted? (circle each month submitted) Mar Apr May June July Aug Sept Oct Nov Dec Jan Feb	<input type="checkbox"/>	<input type="checkbox"/>	
Subrecipient Project Tally Sheet submitted monthly? (circle each month submitted) Mar Apr May June July Aug Sept Oct Nov Dec Jan Feb	<input type="checkbox"/>	<input type="checkbox"/>	
Mid-Year /Annual Performance Reports submitted? (circle each submitted) Mid-Year      Annual	<input type="checkbox"/>	<input type="checkbox"/>	
<b>FINANCIAL</b>			
Cost Control Report submitted? (circle each month submitted) Mar Apr May June July Aug Sept Oct Nov Dec Jan Feb	<input type="checkbox"/>	<input type="checkbox"/>	

Cost Worksheet submitted? (circle each month submitted)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Mar Apr May June July Aug Sept Oct Nov Dec Jan Feb</b>			
Reimbursement Request submitted? (circle each month submitted)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Mar Apr May June July Aug Sept Oct Nov Dec Jan Feb</b>			
Personnel Cost Worksheet submitted? (circle each month submitted)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Mar Apr May June July Aug Sept Oct Nov Dec Jan Feb</b>			
	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
<b>ADMINISTRATIVE REQUIREMENTS</b>			
Does Subrecipient maintain personnel records for all persons paid by or through ESG funds provided by HCCSD?	<input type="checkbox"/>	<input type="checkbox"/>	
Does Subrecipient maintain documentation of an Affirmative Action Program? (576.407)	<input type="checkbox"/>	<input type="checkbox"/>	
Does Subrecipient have documentation stating it is an Equal Opportunity or Affirmative Action Employer? (if applicable) (576.407)	<input type="checkbox"/>	<input type="checkbox"/>	
Have any personnel employed in the administration of the ESG 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? (576.404)	<input type="checkbox"/>	<input type="checkbox"/>	
Does Subrecipient have a copy of contract to reference?	<input type="checkbox"/>	<input type="checkbox"/>	
Is documentation maintained for Homeless participation requirement? (576.405)	<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"/>	
	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
<b>RECORDKEEPING</b>			
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"/>	
Does the agency keep records of assessments conducted for persons who were not eligible for ESG? <i>(how many per month, reasons for denial, was data entered into HMIS)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
	YES	NO	COMMENTS
<b>OTHER MONITORING AREAS</b>			
<input type="checkbox"/> <b>CONFIDENTIALITY</b>			
Are systems in place that ensure the confidentiality of individuals or family who applies for and/or receives ESG assistance? (576.500)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> <b>GRIEVANCE PROCEDURE</b>			
Are there written procedures to address grievances or complaints of employees and program participants?	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> <b>LIMITED ENGLISH PROFICIENCY</b>			
Does Subrecipient provide program information in the appropriate languages for the geographic area (i.e. Spanish)?	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> <b>TERMINATION OF PROGRAM ASSISTANCE (576.402)</b>			
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"/>	
<input type="checkbox"/> <b>GRANTOR RECOGNITION</b>			
Is grantee recognition maintained/observed for all items made available or possible through ESG funds provided by HCCSD?	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> <b>PROGRAM CHANGES</b>			
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"/>	

<b>Records to be Maintained</b>			
Are records maintained describing each activity undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	
Do records maintained demonstrate each activity undertaken meets a national objective?	<input type="checkbox"/>	<input type="checkbox"/>	
Are records maintained documenting homelessness? <i>(ESG programs only) (576.2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Is Sub recipient in compliance with the recordkeeping and reporting requirements. (576.500)	<input type="checkbox"/>	<input type="checkbox"/>	
Are records maintained documenting compliance with the fair housing and equal opportunity components of the ESG Program? <i>(if applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Does Sub-recipient keep records of the participation in HMIS or a comparable database ?	<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? (Obtain copy)	<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"/>	
<b>Retention</b>			
Does Subrecipient have a system in place to retain records for 5 years?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>**** Final Confirmation of Documentation</b>			
Does supporting documentation exist in all files reviewed for each of the above questions?	<input type="checkbox"/>	<input type="checkbox"/>	