



## **HARRIS COUNTY COMMUNITY SERVICES DEPARTMENT Subrecipient Preparation for Monitoring Visit**

Each agency funded by Harris County Community Services Department (HCCSD) will be monitored for compliance with Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), Home Investment Partnership (HOME), and Continuum of Care (CoC) program regulations, guidelines and procedures, respectively. Monitoring visits usually last one day and key staff members (i.e. Executive Director, Program Manager, and Finance Controller) should be available for the duration or as specifically requested.

Your monitoring visit is comprised of a five-part process:

- Notification letter
- Entrance conference
- Documentation review
- Exit Conference
- Monitoring results letter

In preparation of the visit, please consider the following:

1. Ensure that the following client data files and financial files are accessible or on-site and in an orderly manner for the contract period:
  - Individual client files with intake documentation of eligibility and services received
  - Bank Statements
  - Bank reconciliation
  - General ledger
  - Cash receipts journal
  - Cash disbursements journal
  - Payroll journal
  - Inventory list
  - Last audit report or financial statements
2. Have an exclusive CSD grant file that includes: your court-approved Agreement; any correspondence mailed or received pertaining to the project; monthly, bi-annual, and annual programmatic and financial submissions; training materials received, your project's Policy and Procedures Manual (a copy of which will be obtained), etc.
3. Have a workspace available for the monitors.
4. Be prepared to give the monitors a tour of your facility. Employee or program participants are subject to interview.
5. Be available for the exit conference, during which the monitors will summarize the results of the visit and request any missing documentation to be submitted within 5 working days, before the monitoring results letter is drafted.
6. Remember to respond to the corrective actions specified in the monitoring results letter within the allotted time, usually within 30 days of the date of the letter.