



# HARRIS COUNTY COMMUNITY SERVICES DEPARTMENT

## PY2018 Monthly Report Coversheet / Checklist

Subrecipient Name/Project # :

Program

Emergency Solutions Grants (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*)
- Employee Data Report
- HMIS/Client Track Printouts
  - a. Clients Served with Details*
  - b. Clients in Programs*
  - c. Service Summary Report*
- SAGE HMIS Reporting Repository (ESG Projects only/Annually)
- Mid -Year Report or Annual Performance Report

Submitted by:

Date: