

ETH Lead Agency Responsibilities

- Collect and review invoices from sub-recipients to ensure proper payment.
- Work with the Division of Energy, Housing, and Community Resources to resolve disallowed invoices or payments and ensure funds are spent in an appropriate manner within the agreed upon budget.
- Ensure timely payment disbursement to sub-recipients.
- Issue agreements or contracts with each sub-recipient laying out expectations regarding matters such as use of grant funds, payment request, and eligible activities.
- Collect and ensure timely submission of all reports required by the Division of Energy, Housing, and Community Resources in the grant agreement.
- At least once during the grant agreement period, perform a desk or site monitoring visit to ensure the sub-recipient meets obligations specified in the grant agreement and minimum fiscal standards such as maintenance of required insurance, proper financial standards, and adequate privacy and security controls. During this monitoring, the lead agency must also review documentation supporting reimbursement requests, such as invoices and time-sheets, to ensure proper payment requests are being made.
- Cooperate with Division of Energy, Housing, and Community Resources regarding any other state or federal monitoring that is conducted.
- Before and during a scheduled Division of Energy, Housing, and Community Resources monitoring visit, facilitate the collection of requested information from sub-recipients for review and help with planning activities associated with the visit.
- Ensure that each sub-recipient meets Homeless Management Information System (HMIS) compliance standards.
- Halt payments and notify the Division of Energy, Housing, and Community Resources immediately if contractual issues arise with the agency or a sub-recipient's performance.
- Ensure that the process for allocating ETH funds locally is fair and transparent.
- Ensure that information such as new rules or income/rent limits is promptly passed along to sub-recipients.
- Notify the Division of Energy, Housing, and Community Resources and the local continuum of care to which the agency belongs if there is a finding that may result in the forfeiture of funds or unresolved questioned costs in a financial audit.
- Facilitate communications and gatherings for sub-recipients, and participate fully in the HUD and local continua of care.