**EHH Lead Agency Monitoring Questionnaire**

Agency Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please list all current sub-recipients, project names, primary contacts and contact information.

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| **Sub-recipient Agency** | **Project Name** | **Primary Contact / Contact Information** |
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1. **Provide for review** one exampleof the agreement or contract template that your agency has with sub-recipients laying out expectations such as use of grant funds, payment request, and eligible activities.
2. Describe how reports are collected and monitored to ensure accuracy.
3. Describe your process and timeline of reimbursement to sub-recipients.
4. List each subrecipient you have monitored and the date on which those monitorings occurred. Describe the monitoring components (i.e. file review, fiscal, on-site), any findings/concerns, and how you are working to resolve those findings. If you have not yet done any monitorings, explain why and provide a schedule of when they will be completed.
5. What performance issues have arisen from sub-recipients, especially as it relates to contractually obligated activities? How did you resolve the performance issues?
6. How does your agency facilitate communications and gatherings for sub-recipients?
7. What types of data or benchmarks are used to measure the performance of the local CoC? If none are currently being used, describe your process for measuring performance.

*revised 7/18 si*