

# CDBG SUBRECIPIENT MONITORING

## PROCESS WHAT TO EXPECT

### 1. Initial Contact

You will receive an email from the monitoring team, including a formal letter to your organization's designated primary representative. This communication will outline what's being reviewed and provide a timeline for your response.

### 2. Submission of Information

Submit the requested documentation and information to the monitoring team on or prior to the designated deadline.

### 3. Review & Requests for Additional Information

The monitoring team will review your submission and may discuss details or clarifications needed with designated project staff.

### 4. Meetings

A meeting may be scheduled to address subrecipient requests for Q&A and/or technical assistance prior to the scheduled On-Site Monitoring Review or Remote Monitoring Review.

### 5. Closeout

At the conclusion of the monitoring review process, a results letter will be issued to confirm compliance or identification of a concern and/or finding. Required action steps will be included for results of concerns and/or findings.



## RECOMMENDATIONS FOR SUBRECIPIENTS

- Maintain thorough and up-to-date documentation for all project activities.
- Ensure timely and accurate reporting, with supporting documents that match reported data.
- Regularly review and update income verification procedures.
- Develop and maintain written procedures for all compliance areas.
- Proactively request technical assistance from project managers when needed.

## TOP FIVE COMMON CHALLENGES IDENTIFIED

### 1. Documentation Gaps

Incomplete or missing documentation for project activities and participant intake processes. Ensure forms are updated, and procedures are well-described.

### 2. Discrepancies in Reported Data

Differences between data in Monthly Programmatic Reports (MPRs), Requests for Reimbursement (RFRs) and supporting documents. Reverification and revised reporting may be required.

### 3. Income Verification Issues

Difficulty verifying income for participants, especially those with recent experiences of incarceration or homelessness. Updated procedures and forms are needed for accurate verification.

### 4. Lack of Written Procedures

Absence of written procedures for access to activities, volunteer documentation and participant feedback. Written procedures are essential for compliance.

### 5. Follow-Up on Intake Certifications

Missing or incomplete parent/legal guardian certifications on intake forms. Follow-up is required to ensure all certifications are properly recorded and maintained.