

Go To Meeting 3 Monitoring Lesson Plan

1. Introduction - Why do we monitor?
 1. Reach target of 6500 households, 16250 individuals
 2. Spending the money on time, accurately and wisely
 3. Produce good quality data
 4. To be in compliance
2. Reimbursement Monitoring
 1. Go through the procedure
 2. Reimbursement form
 3. Reimbursement Spreadsheet
 4. Back Up – if something is seen, we ask for back up documentation
3. HMIS Data Monitoring
 1. Take them through Christy's spreadsheet
4. Reimbursement Procedure
 1. when we reject someone
 2. Findings Letter
5. Monthly Reports
 1. Program projections
 2. Discharge spreadsheet
 3. HUD Job Calculator
6. Monitoring Form
7. Other points
 1. Case Management
 2. Housing Authorities
 3. Feedback from Washington – Eligibility, Monitoring, Conflict of Interest, Reasonable & Justifiable costs
8. HUD Monitoring
 1. Housing Quality Assessment Tool
 2. HPRP Eligible Activities
 3. Eligibility Criteria Assessments
 4. Other
 5. Sub Grantee Program & Financial Management monitoring
 6. Administrative Procedures
 7. Financial Management System
 8. Allocation of Cost
9. What happens post monitoring?
 1. Findings letter
 2. Appeals procedure