



**Community Development Block Grant (CDBG)  
Home Investment Partnership Program (HOME)  
*Subrecipient Monitoring Instructions and Questions***

**Name of Agency:** \_\_\_\_\_

**Project Name / Fiscal Year:** \_\_\_\_\_

The City is required to conduct monitoring visits in order to ensure that each subrecipient complies with its contract with the City of Pleasanton, and if applicable, any regulatory agreements. Specifically, the visit involves a review of contract performance, program effectiveness, compliance with national objectives, and financial management. City staff will send a letter to the subrecipient describing the results of the monitoring within 30 days of the visit. Please have the following items prepared for City staff to review:

**Financial:**

- Most recent agency audit
- Project budget
- All financial documents (including general ledger) that show how you account for CDBG and/or HOME grant funds

**Project File(s):**

The files should include but not be limited to the following items:

- All executed contracts (if applicable contract amendments) utilizing City of Pleasanton CDBG/HOME funding.
- Quarterly and year-end reports
- Invoices with applicable backup documentation

If your award was for a capital project, please include:

- Davis-Bacon prevailing wage documentation (*if applicable*)
- Selection of contractor
- Contract with contractor and scope of work

If your award was for a public service project, please include:

- How clients are selected (intake forms, etc.)
- Income determination / verification
- Pleasanton resident status

**Questionnaire:**

Please answer the following questions on this form and have your responses ready to present at the monitoring visit. Please limit your answer to a maximum of three to five sentences.

1. Describe the relationship of CDBG/HOME funded activities to overall agency goals and objectives.
2. Did the activity funded with CDBG/HOME grant dollars complete the stated objectives?
3. If not, describe what has occurred.
4. How do you measure program success?

**Records Management:**

1. How do you verify client income and residency?
2. Briefly describe your procedures for keeping records for a minimum of five (5) years.