Subrecipient: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agreement Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preparer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subrecipient’s Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROGRAMMATIC REVIEW**

**Desk Review**

1. **Description of Project**
2. Time period of grant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Award amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Percent drawn to date: \_\_\_\_\_\_\_\_\_
2. List second-tier subrecipients:

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1. Number of people to be served (give estimate for each second-tier subrecipient):

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1. Scope of services to be provided:

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**Site Review**

**I. National Objective and Eligibility**

1. List the services actually provided by individual second-tier subrecipients.

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1. Number of program participants actually served to date (list by individual second-tier subrecipient):

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1. Does data reviewed on site match data submitted to ADECA? 🞏Yes 🞏No

If not, explain. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Is the project serving the intended client group? 🞏Yes 🞏No

If not, explain. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Does the Subrecipient have procedures in place to assure persons assisted are

homeless or eligible at-risk of homelessness as defined? 🞏Yes 🞏No

Describe procedures used/how documented.

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6. Does the Subrecipient maintain records on participants served? 🞏Yes 🞏No

If yes, describe methods used to preserve confidentiality.

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7. Does the Subrecipient maintain records on applicants not served? 🞏Yes 🞏No

If yes, describe methods used to preserve confidentiality.

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8. Do the second-tier subrecipients maintain records on participants served?

🞏Yes 🞏No 🞏N/A

If yes, describe methods used to preserve confidentiality.

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9. Do the second-tier subrecipients maintain records on applicants not served?

🞏Yes 🞏No 🞏N/A

If yes, describe methods used to preserve confidentiality.

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10. Does the Subrecipient have a written termination policy? 🞏Yes 🞏No

How is this policy communicated to program participants?

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11. Has the Subrecipient established a client grievance policy? 🞏Yes 🞏No

How is this policy communicated to applicants/program participants?

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**II. Entitlement Citizen Participation**

1. Is the Subrecipient an entitlement area? 🞏Yes 🞏No
2. If the Subrecipient is an entitlement area, does it receive a direct allocation of ESG funds from HUD? 🞏Yes 🞏No 🞏N/A
3. For entitlement areas, are ESG activities covered in the Subrecipient’s Action Plan?

🞏Yes 🞏No 🞏N/A

4. Does the Subrecipient have a Citizen Participation Plan? 🞏Yes 🞏No 🞏N/A

5. Is ESG covered under this plan? 🞏Yes 🞏No 🞏N/A

6. How are hearings advertised?

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**III. Program Management**

1. What outreach techniques are used?

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1. Is there documentation that the Subrecipient’s staff visited second-tier subrecipients to verify that activities correspond to those reported on their invoices or programmatic reports? 🞏Yes 🞏No 🞏N/A
2. Does a review of the Subrecipient’s written agreements with the second-tier subrecipients show that the agreements contain sufficient information regarding the proposed ESG activities? 🞏Yes 🞏No 🞏N/A

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Does the Subrecipient have a method for verifying that participant data is being

submitted into the Continuum of Care (CoC) HMIS system or other centralized intake system? 🞏Yes 🞏No 🞏N/A

Describe methods used.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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5. Does the Subrecipient have a method for verifying the accuracy and confidentiality of

the participants’ data in the CoC HMIS system or other centralized intake system, and

other documents maintained at the Subrecipient level and/or by the

second-tier subrecipients? 🞏Yes 🞏No

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6. Is there documentation to verify that staff activities correspond to those reported on

allocable travel invoices or programmatic reports? 🞏Yes 🞏No

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7. Does the Subrecipient conduct site visits or have other procedures in place to assure

that religious proselytizing is not occurring? 🞏Yes 🞏No

Explain procedure(s) used. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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8.Does a site visit to a second-tier subrecipient indicate that activities were carried out

as stated in the application? 🞏Yes 🞏No 🞏N/A

List second-tier subrecipient visited. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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9**.** If the Subrecipient is a local unit of government, were ESG funds used to replace

funds the local government provided for emergency shelter during the immediately

preceding 12-month period? 🞏Yes 🞏No 🞏N/A

**If yes, this is only allowable if HUD determines that the local unit of government**

**is in a severe financial deficit. Please explain below.**

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10. If the Subrecipient is a local unit of government, were ESG funds used to

replace funds the local government provided for street outreach during the

immediately preceding 12-month period? 🞏Yes 🞏No 🞏N/A

**If yes, this is only allowable if HUD determines that the local unit of government**

**is in a severe financial deficit. Please explain below.**

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