


**Los Angeles County Affordable Housing Solutions Agency**  
 Eligible Jurisdiction– 2.A. Overall Grant Management Overview  
 Monitoring Checklist

**MONITORING INFORMATION**

<b>Eligible Jurisdiction:</b>	[Enter EJ Name]		
<b>Staff Consulted:</b>	Enter EJ Staff Name(s)		
<b>Reviewer(s):</b>	[Enter MDG-LDM Staff Name]	<b>Date:</b>	[Select Date]

NOTE: All questions that address the Los Angeles County Affordable Housing Agency (LACAHSAs) requirements contain the citation for the source of the requirement [Senate Bill 679, Measure A Ordinance, LACAHSAs Transitional Guidelines, Government Code, or Memorandum of Understanding (MOU)]. If the requirement is not met, the reviewer must make a finding of noncompliance. All other questions (questions that do not contain the citation for the requirement) do not address requirements but are included to assist the reviewer in understanding the Eligible Jurisdiction’s program more fully and/or to identify issues that, if not properly addressed, could result in deficient performance. Negative conclusions to these questions may result in the inclusion of a “concern” in the monitoring review letter.


The provisions outlined above are subject to change and may be modified as necessary in response to monitoring findings, updates to applicable laws or policies, and operational considerations.


This form contains fillable form fields, screen tips (tips available by holding the “Ctrl” button and clicking on “” symbol) and was intentionally designed to ensure responses only include pertinent information.

**Program Management**


**OVERALL PROGRAM MANAGEMENT (Q 1-10)**

1.	Describe the Eligible Jurisdiction’s program services and how LACAHSAs program funds are used. Are services the same as those described in the Memorandum of Understanding (MOU)? [SB 679 P.2, TPG PP. 6, 68-70]	
	Program Services Alignment with MOU: Do the Eligible Jurisdiction’s program services align with the services and activities described in the Memorandum of Understanding (MOU)?	[Select Conclusion]
	Allowable Use of Funds: Are LACAHSAs program funds used only for activities and services authorized in the MOU?	[Select Conclusion]
	Consistency Between Program Design and Implementation: Is there documentation demonstrating that program implementation is consistent with the design and requirements outlined in the MOU?	[Select Conclusion]
	Documentation of Services Provided: Does the Eligible Jurisdiction maintain sufficient documentation to support that services were delivered as outlined in the MOU?	[Select Conclusion]
	Target Population and Service Delivery: Are services being delivered to the target population as defined in the MOU?	[Select Conclusion]


	Documentation of Services Provided: Does the Eligible Jurisdiction maintain sufficient documentation to support that services were delivered as outlined in the MOU?	[Select Conclusion]
[Describe basis for conclusion]		
	Eligible Jurisdiction Policies and Procedures / Memorandum of Understanding	

2.	Eligible Jurisdiction written policies and procedures describing its management of the LACAHSAs program and use of LACAHSAs funds. [Transitional Program Guidelines (TPG)? P. 64]	
	Existence of Policies and Procedures: Does the Eligible Jurisdiction maintain written policies and procedures governing the management of the LACAHSAs program and use of LACAHSAs funds?	[Select Conclusion]
	Coverage of Program Management: Do the policies and procedures address key aspects of program administration (e.g., service delivery, eligibility, reporting)?	[Select Conclusion]
	Coverage of Financial Management: Do the policies and procedures address financial management of LACAHSAs funds, including allowable uses, tracking, and documentation requirements?	[Select Conclusion]
	Alignment with TPG Requirements: Do the policies and procedures address financial management of LACAHSAs funds, including allowable uses, tracking, and documentation requirements?	[Select Conclusion]
	Alignment with TPG Requirements: Do the policies and procedures align with LACAHSAs Transitional Program Guidelines (TPG) requirements?	[Select Conclusion]
	Implementation and Use: Is there evidence that policies and procedures are implemented and followed in practice?	[Select Conclusion]
[Describe basis for conclusion]		
	Eligible Jurisdiction Policies and Procedures / Memorandum of Understanding	


3.	How are responsibilities for implementing and managing the LACAHSAs program assigned and delegated and who oversees the day-to-day administration of the program? (Include name and title and organizational chart.) [TPG P. 64]	
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	Defined Roles and Responsibilities: Are roles and responsibilities for implementing and managing the LACAHSAs program formally documented?	[Select Conclusion]
	Delegation of Authority: Is there documentation demonstrating how responsibilities are assigned and delegated for the LACAHSAs program?	[Select Conclusion]
	Oversight of Day-to-Day Administration: Is there a clearly identified individual responsible for overseeing the day-to-day administration of the LACAHSAs program?	[Select Conclusion]
	Organizational Structure: Does the Eligible Jurisdiction maintain an up-to-date organizational chart that reflects program roles and reporting lines?	[Select Conclusion]
	Alignment with TPG Requirements: Do documented roles, responsibilities, and oversight structures align with TPG requirements?	[Select Conclusion]
[Describe basis for conclusion]		
	Eligible Jurisdiction Policies and Procedures / Organizational Chart	


4.	Did the Eligible Jurisdiction develop a project management system to track the progress of each LACAHSAs-funded project or activity and does the tracking system include a timetable with scheduled completion dates? [TPG P. 64]	
	Existence of Project Tracking System: Has the Eligible Jurisdiction developed and maintained a system to track the progress of each LACAHSAs-funded project or activity?	[Select Conclusion]
	Coverage of All Funded Projects: Does the tracking system include all LACAHSAs-funded projects or activities?	[Select Conclusion]
	Timelines and Completion Dates: Does the tracking system include defined timelines, milestones, and scheduled completion dates for each project or activity?	[Select Conclusion]
	Ongoing Monitoring and Updates: Is the tracking system regularly updated to reflect current project status and progress?	[Select Conclusion]
	Use for Oversight and Decision-Making: Is the tracking system used to monitor performance, identify delays, and support program oversight?	[Select Conclusion]
[Describe basis for conclusion]		


	Eligible Jurisdiction Policies and Procedures / Tracking System
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5.	Do the Eligible Jurisdiction’s Policies and Procedures require that copies of the required program and financial records are retained for a minimum of 5 years after all terms of an MOU, Subrecipient or Contractor Agreement are fulfilled? [TPG P. 67]	
	Existence of Record Retention Policy: Do the Eligible Jurisdiction’s written policies and procedures include requirements for retention of programmatic and financial records?	[Select Conclusion]
	Scope of Records: Do the policies and procedures clearly apply to both programmatic and financial records related to LACAHSAs-funded activities?	[Select Conclusion]
	Retention Period Requirement: Do the policies specify that records must be retained for a minimum of five years after all terms of the agreement are fulfilled?	[Select Conclusion]
	Applicability to Agreements: Do the policies apply to records associated with MOUs, Subrecipient Agreements, and Contractor Agreements?	[Select Conclusion]
	Alignment with TPG Requirements: Do the record retention policies and procedures align with LACAHSAs Transitional *Program Guidelines (TPG) requirements?	[Select Conclusion]
	[Describe basis for conclusion]	

	Eligible Jurisdiction Policies and Procedures
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6.	Is there evidence to show that citizens, public agencies, and other interested parties were allowed reasonable access to records, consistent with applicable Agency, state and local law regarding privacy and obligations of confidentiality? [TPG P. 67]	
	Policies for Public Access to Records: Do the Eligible Jurisdiction’s policies and procedures address public access to records, consistent with applicable state and local laws and confidentiality requirements?	[Select Conclusion]
	Defined Process for Access: Is there a documented process for citizens, public agencies, and other interested parties to request access to records?	[Select Conclusion]
	Evidence of Providing Access: Is there documentation demonstrating that access to records is provided upon request? Evidence examples:	[Select Conclusion]
	Timeliness and Reasonableness: Are requests for records responded to within reasonable timeframes in accordance with applicable laws?	[Select Conclusion]


	Alignment with TPG Requirements: Do policies and practices related to public access to records align with LACAHSAs Transitional Program Guidelines (TPG) requirements?	[Select Conclusion]
	Protection of Confidential Information: Are there controls in place to ensure that access to records is provided while protecting confidential or sensitive information?	[Select Conclusion]
[Describe basis for conclusion]		
	Eligible Jurisdiction Policies and Procedures / Public Access Requests if Applicable	

7.	Does the Eligible Jurisdiction maintain records, policies, and procedures documenting compliance with the following LACAHSAs Transitional Guideline requirements? [TPG P. 67-69]	
	Do EJ policies and procedures address compliance with California Affirmatively Furthering Fair Housing (AFFH) requirements, and is there documentation demonstrating implementation?	[Select Conclusion]
	Does the EJ maintain documentation demonstrating that Entitlement/Eligible Jurisdictions' funded activities align with their Housing Element, including AFFH components?	[Select Conclusion]
	Do the Eligible Jurisdictions policies and procedures include provisions to prevent fraud, waste, and abuse, including staff training, internal controls, and whistleblower protections?	[Select Conclusion]
	Do EJ policies prohibit the use of Measure A funds for lobbying or influencing contract awards, extensions, or amendments?	[Select Conclusion]
	Does the EJ maintain grievance and appeal policies and procedures that allow participants to challenge service delivery or program decisions?	[Select Conclusion]
	Does the EJ maintain nondiscrimination policies that prohibit exclusion or discrimination based on protected classes identified in the Transitional Guidelines?	[Select Conclusion]
[Describe basis for conclusion]		
	Eligible Jurisdiction Policies and Procedures / Program Records	

8.	Did the Eligible Jurisdiction collect and report program and financial data in sufficient detail to the Agency on a timely basis on its use of program funds in quarterly and annual program and financial reports, as well as any additional reports when required by LACAHSAs? [TPG P. 64]	
	Reporting Requirements Established: Has the EJ established requirements for collecting and reporting programmatic and financial data including Subrecipients?	[Select Conclusion]
	Scope and Level of Detail: Do reporting requirements specify that programmatic and financial data must be collected and reported in sufficient detail?	[Select Conclusion]
	Timeliness of Reporting: Does the Entitlement Jurisdictions and Subrecipients submit required quarterly and annual reports within established timeframes?	[Select Conclusion]
	Completeness and Accuracy of Reports: Are submitted reports complete and include both programmatic and financial data as required?	[Select Conclusion]
	Additional Reporting Requirements: Does the EJ require and receive additional reports when necessary to support oversight and compliance?	[Select Conclusion]
	Monitoring and Follow-Up: Does the EJ monitor reporting compliance and follow up on late, incomplete, or inaccurate reports?	[Select Conclusion]
	Alignment with TPG Requirements: Do reporting practices align with LACAHSAs Transitional Program Guidelines (TPG) requirements?	[Select Conclusion]
	[Describe basis for conclusion]	
	Eligible Jurisdiction Policies and Procedures / Quarterly and Annual Program and Financial Reports	


9.	Within 12 months of receipt of funds from LACHSA, did the Eligible Jurisdiction obligate all program funds via written approval of the Eligible Jurisdiction's Annual Budget by LACHSA staff? [TPG P. 59]	
	Receipt of Funds: Is there documentation showing the date the Entitlement Jurisdiction received LACAHSAs program funds?	[Select Conclusion]
	Budget Approval by LACAHSAs: Is there documentation showing that LACAHSAs staff approved the Eligible Jurisdiction's Annual Budget?	[Select Conclusion]
	Timing of Obligation (12-Month Requirement): Do records demonstrate that all program funds were obligated within 12 months of receipt of funds through LACAHSAs approval of the Annual Budget?	[Select Conclusion]


	Completeness of Obligation: Do records demonstrate that all program funds received were fully obligated within the required timeframe?	[Select Conclusion]
[Describe basis for conclusion]		
	Budget Reports / Approval Letter	

10.	Does the Eligible Jurisdiction maintain documentation that all contracts and subcontracts with LACHASA funded social service positions comply with Section 27 of the Measure A Ordinance and the MOU, including the following: [MOU Exhibit C-1, Measure A Section 27]	
	Payment Rates: Do contracts establish payment rates sufficient to enable service contractors to pay wages aligned with public and private market conditions?	[Select Conclusion]
	Annual Adjustments: Do contracts allow for annual adjustments, including cost-of-living adjustments (COLA), administrative allowances, and operational cost changes due to inflation or other factors?	[Select Conclusion]
	Non-Displacement of Public Employees: Do contracts include provisions ensuring that funded positions do not result in the displacement of public employees?	[Select Conclusion]
[Describe basis for conclusion]		
	MOU / Measure A Ordinance	

**REPORTING (Q 11-13)**


11.	Did the Eligible Jurisdiction submit Quarterly Progress Reports and Annual Reports to the Agency on the Eligible Jurisdiction's use or planned use of Production, Prevention, and Ownership, Technical Assistance funds, and Renter Protection and Housing Prevention funds on a timely basis? [MOU, TPG P. 64]	
	Quarterly Progress Reports: Did the Eligible Jurisdiction submit all required Quarterly Progress Reports on time?	[Select Conclusion]
	Annual Report: Did the Eligible Jurisdiction submit the Annual Report on time?	[Select Conclusion]
	Completeness of Reporting: Do the submitted reports include required information on the use or planned use of:	[Select Conclusion]

	Production, Prevention, and Ownership (PPO); Technical Assistance; and Renter Protection and Housing Prevention funds?	
Describe basis for conclusion		
	Quarterly Reports / Annual Reports	

12.	Did the Eligible Jurisdiction provide program and financial data in sufficient detail in Quarterly Progress Reports and Annual Reports to demonstrate use of funds and to track performance metrics in accordance with the LACAHSAs Annual Expenditure Plan and Measure A requirements? [MOU, TPG P. 64]	
	Program Data Detail: Do the reports include sufficient programmatic detail to describe how funds are being used?	Select Conclusion
	Financial Data Detail: Do the reports include sufficient financial detail to account for the use of program funds?	Select Conclusion
	Alignment with Performance Metrics: Do the reports include data sufficient to track and report on performance metrics required by the LACAHSAs Annual Expenditure Plan and Measure A?	Select Conclusion
	Consistency & Traceability: Is reported program and financial data consistent with internal records and supporting documentation?	Select Conclusion
Describe basis for conclusion		
	Quarterly Reports / Annual Reports	


13.	If applicable, do executed Subrecipient and Contractor Agreements require Subrecipients and Contractors to operate program activities in accordance with the LACAHSAs Transition Guidelines, the Annual Expenditure Plan, and SB 679 (TPG p. 61)?	
	Inclusion of Required Compliance Provisions: Do executed Agreements include language requiring compliance with: a. LACAHSAs Transition Guidelines b. Annual Expenditure Plan c. SB 679?	Select Conclusion
	Flow-Down of Requirements: Do Agreements clearly flow down all applicable LACAHSAs requirements to subrecipients and contractors?	Select Conclusion





	Scope of Work Alignment: Do scopes of work align with program requirements outlined in the Transition Guidelines and Annual Expenditure Plan?	[Select Conclusion]
	Enforcement & Accountability Provisions: Do Agreements include provisions for monitoring, reporting, and enforcement of compliance requirements?	[Select Conclusion]
[Describe basis for conclusion]		
	Policies and Procedures / Subrecipient, Contractor Agreement	

**MONITORING (Q 14-16)**

14.	Does the Entitlement Jurisdiction maintain written policies and procedures for monitoring programs and financial systems internally, in addition to Subrecipients in compliance with the terms and conditions of the MOU, Transition Program Guidelines, the Annual Expenditure Plan, and SB 679? [TPG P. 65]	
	Existence of Monitoring Policies and Procedures: Does the Entitlement Jurisdiction maintain written policies and procedures for monitoring programmatic and financial activities?	[Select Conclusion]
	Scope of Monitoring (Internal and External): Do the policies and procedures address monitoring of internal operations, Entitlement Jurisdictions, and Subrecipients?	[Select Conclusion]
	Monitoring for Authorized Use of Funds: Do the monitoring procedures include steps to ensure that funds are used only for authorized purposes?	[Select Conclusion]
	Compliance with Key Requirements: Do monitoring policies and procedures ensure compliance with the MOU, Transitional Program Guidelines, Annual Expenditure Plan, and SB 679?	[Select Conclusion]
	Implementation of Monitoring Activities: Is there evidence that monitoring activities are conducted in accordance with established policies and procedures?	[Select Conclusion]
	Follow-Up and Corrective Actions: Do monitoring procedures include follow-up on identified issues and implementation of corrective actions?	
	Alignment with TPG Requirements: Do the Eligible Jurisdiction’s monitoring policies and practices align with LACAHSAs Transitional Program Guidelines (TPG) requirements?	[Select Conclusion]

Describe basis for conclusion	
	Monitoring Policies and Procedures

15.	If applicable, did the Eligible Jurisdiction monitor the activities of Subrecipients and Contractors to ensure subawards were used for authorized purposes, complied with applicable requirements, and achieved performance goals, in accordance with the LACAHSAs Transition Guidelines, Annual Expenditure Plan, and SB 679 [TPG p. 64]?	
	Monitoring Activities Conducted: Did the Eligible Jurisdiction conduct monitoring of Subrecipients and Contractors?	Select Conclusion
	Use of Funds (Allowable Activities): Did monitoring activities assess whether subaward funds were used for authorized purposes?	Select Conclusion
	Compliance with Program Requirements-Did monitoring confirm compliance with: a. Subrecipient/Contractor Agreement terms b. LACAHSAs Transition Guidelines c. Annual Expenditure Plan d. SB 679	Select Conclusion
	Performance Goals: Did monitoring assess whether subrecipients and contractors met or are progressing toward performance goals?	Select Conclusion
	Issue Resolution & Follow-Up: Were identified findings or issues tracked and resolved?	Select Conclusion
Describe basis for conclusion		
	Policies and Procedures / Subrecipient Agreement / Monitoring Reports	

16.	If applicable, based on a review of recent Subrecipient and Contractor program and financial monitoring reviews, financial audits, or Single Audit, were there any currently unresolved program findings or improper payments or other instances requiring attention going forward? Did the Eligible Jurisdiction take prompt action and appropriate corrective action to resolve the finding(s)? [TPG P. 64]	
	Review of Monitoring and Audit Reports: Did the Eligible Jurisdiction review recent Subrecipient and Contractor program monitoring reports, financial reviews, and financial audits?	[Select Conclusion]
	Identification of Findings and Issues: Do records identify any findings or issues resulting from program monitoring, financial reviews, or audits?	[Select Conclusion]
	Status of Findings: Do records indicate whether identified findings or issues have been resolved or remain open?	[Select Conclusion]
	Unresolved Findings Requiring Attention: Are there any unresolved findings or issues that require follow-up or corrective action?	[Select Conclusion]
	Corrective Action Plans: Have corrective action plans been developed for identified findings, and are they being implemented?	[Select Conclusion]
	Entitlement Jurisdiction Follow-Up and Oversight: Is the Entitlement Jurisdiction actively monitoring and following up on unresolved findings to ensure timely resolution?	[Select Conclusion]
	Alignment with Transitional Program Guideline Requirements: Do the Entitlement Jurisdiction's practices for tracking and resolving findings align with LACAHSAs Transitional Program Guidelines requirements?	[Select Conclusion]
[Describe basis for conclusion]		
	Monitoring Report / Most recent audited Financial Statement, Single Audit, or financial review, as applicable / Corrective Action Plans	