

CDBG Subrecipient Management – Online  
Homework Assignment Seven  
Monitoring Subrecipients  
INSTRUCTIONS

To complete Homework Assignment Seven, you will need to have access to the .pdfs on the list below. Some of the files are just one or two pages; some are quite large. To begin the assignment, you will need to print out a hard copy of *SUBRECIPIENT MANAGEMENT – Exercise 7 – Desk Monitoring Questions and Checklist*. Use the questions and checklist to direct your desk monitoring of The Family Center of Happy Valley.

Like most subrecipient files you will encounter, there is material in The Family Center of Happy Valley “file” which is extraneous; you will also find requested documentation that is not in the file. The Happy Valley Document Checklist lists what the grantee expects to be in the file. Your task is to determine what is important, what is not, and what is missing – then decide what to do about what you find or don’t find.

When you have finished your monitoring, print out a hard copy of *SUBRECIPIENT MANAGEMENT – Homework Assignment Seven* and answer the questions. Much of Session 8 will be devoted to a discussion of the assignment.

These are the .pdfs you will need for the assignment:

1. SUBRECIPIENT MANAGEMENT - Exercise 7 - Desk Monitoring Questions and Checklist
2. Happy Valley Community Development Department Document Checklist
3. Happy Valley Community Development Department Application
4. Happy Valley Family Center Subrecipient Agreement
5. Miscellaneous Documents
6. Happy Valley Family Center Purchasing Policy
7. Happy Valley Family Center Policies and Procedures
8. Happy Valley Family Center Staff Structure
9. Happy Valley Family Center Positive Parenting Client Information Packet
10. Happy Valley Family Center Reimbursement Requests
11. Happy Valley Community Development Department Activity Report - Mid-Year and Final
12. SUBRECIPIENT MANAGEMENT – Exercise 7 – Homework Assignment Seven