

Attachment C: Subgrantee Monitoring Documentation

Subgrantee Interview			
1. Describe progress on your McKinney-Vento Subgrant program design and implementation detailed in Part II of your grant application.	Subgrant Application	<i>Liaison interview. Review of grant narrative, results to date, needed modifications (if any) to the submitted program design and implementation.</i>	
2. Report on the “Academic Progress” Performance Measure submitted with your most recent subgrant application	Subgrant Application	<i>Liaison interview: Evidence of Performance Measure being met. Progress of Performance Measure implementation.</i>	
3. Report on the “School Support” Performance Measure submitted with your most recent subgrant application	Subgrant Application	<i>Liaison interview: Evidence of Performance Measure being met. Progress of Performance Measure implementation.</i>	
4. Report on the “Collaboration” Performance Measure submitted with your most recent subgrant application	Subgrant Application	<i>Liaison interview: Evidence of Performance Measure being met. Progress of Performance Measure implementation.</i>	
5. Describe local partnerships and collaborations in which the project is engaged.	Subgrant Application	<i>Liaison interview. Review meeting schedules, agency and coalition contacts, coordination with other district programs, and interaction with other district liaisons.</i>	
6. Describe current economic and housing conditions in the community that are relevant to area homelessness. How are the demographics of your district changing? Describe district and community response and/or support for your subgrant project.	Subgrant Application	<i>Liaison interview. Documentation can include local news articles, school and community data, meeting minutes, etc.</i>	
7. Budget and expenditure discussion.	Grants Fiscal	<i>Liaison interview. Documentation can include Title X interim financial report, update on expenditures since submission of interim financial report, information on usage of funds, carryover expectations.</i>	