

## Monitoring

In order to ensure that sub-recipients are able to attain program objectives within established time periods, the Lancaster County Redevelopment Authority has developed a system of monitoring sub-recipients. This system enables the staff of the Redevelopment Authority to determine problems, delays, or adverse conditions that may materially affect a sub-recipient's ability to complete the work outlined in the contract. The staff of the Redevelopment Authority is then able to recommend corrective actions or provide technical assistance to the sub-recipients to resolve the situation and ensure that the project is in compliance with HUD's guidelines. Monitoring also provides an opportunity for Redevelopment Authority staff to share effective and efficient models of program administration for sub-recipients to replicate.

The Lancaster County Redevelopment Authority has developed a Monitoring Plan that establishes policies and procedures for program oversight of sub-recipients and applies to all contracts involving non-profit organizations and contracts involving the provision of services to low and moderate income clients. These include projects funded through the federal CDBG, HOME, and ESG programs.

Each year, the Redevelopment Authority prepares a Monitoring Strategy. The first step in the development of an annual Monitoring Strategy is to undertake a risk assessment of all programs funded through the Lancaster County Redevelopment Authority. The objective of risk analysis is to allocate a larger share of monitoring resources to those program functions posing the highest risk.

The risk profile, which summarizes the individual risk identified with a particular program participant or program activity, assists in determining the level of resources required to fulfill monitoring responsibilities. Risk analysis factors are the criteria for determining risk exposure, the likelihood that an organization has failed to comply with program requirements, or that the organization has performed unacceptably. The structure of the rating system will result in a determination of organizations that pose a high risk and will therefore be subject to a more comprehensive monitoring.

The Authority uses a rating system for assessing the relative risk of funded programs. Based on the rating system, a local Annual Monitoring Strategy is developed. Each program will be evaluated annually to determine level of risk and subsequently, the monitoring strategy.

Separate procedures have been developed for housing programs operated by the Lancaster County Redevelopment Authority. These monitoring procedures are included in the operations manual for each housing program. The Redevelopment Authority will inspect all rental properties funded with HOME Investment Partnerships Program funds in accordance with HOME regulations which determine the schedule of inspections based on the size of developments.

Please consult the Monitoring Plan which is available at [www.lchra.com](http://www.lchra.com) under the “reports and documents” menu item.