



*Office of Community Development/ Disaster Recovery Unit*

*Exhibit 12-6*  
*Monitoring Report Template*

*Revised September 12, 2011*

## MONITORING REPORT

### Summary of Monitoring Review

Grantee Name: *List Grantee Name*  
Project: *List Project ID, Project Title*  
Date of Review: *List Dates that Review was Completed*  
Monitor: *Monitor Name*

The following program areas were reviewed: *{REVISE accordingly}*

**Core Review** – *Procurement, contract administration, financial management, monitoring, and record keeping policies and procedures, financial management system, Section 504, etc.*

**Project Review** – *National objective/eligibility, monitoring, procurement and contract review, labor, financial management, section 3, environmental, acquisition, property management, lead-based paint, asbestos, and mold*

### Results of the Monitoring Review

The review indicated that the project has been implemented in accordance with the requirements and primary objectives of the Housing and Community Development Act and other applicable laws, with the exceptions identified herein. Although other deficiencies may exist, they were not detected during our review.

*{INSERT a summary statement of overall areas of deficiency and areas of merit}*

### Areas of Deficiency

*{INSERT a summary statement of overall areas of deficiency}*

Based on our review of documentation, we noted the following deficiencies that require corrective actions:

#### **Deficiency (1)**

**Description of Review:** *{Describe the steps taken to draw the conclusions herein}*

**Description of Finding:** *{Provide a description of the finding, including the condition, criteria, cause and effect}*

**Recommended Corrective Action:** *{Describe the steps that should be taken to remedy the finding}*

#### **Deficiency (2)**

**Description of Review:** *{Describe the steps taken to draw the conclusions herein}*

**Description of Finding:** *{Provide a brief description of the finding, including the condition, criteria, cause and effect}*

**Recommended Corrective Action:** *{Describe the steps that should be taken to remedy the finding}*

### Area(s) of Merit

*{INSERT a summary statement of overall areas of merit}*

Based on our review of documentation, we noted the following areas of merit:

## MONITORING REPORT

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### **Merit (1)**

**Finding of Merit:** *{List the Checklist Section(s) that apply to the Area of Merit}*

**Description of Area of Merit:** *{Describe the Area of Merit}*

### **Merit (2)**

**Finding of Merit:** *{List the Checklist Section(s) that apply to the Area of Merit}*

**Description of Area of Merit:** *{Describe the Area of Merit}*

### **Conclusion**

The review of *Project Title (Project ID)* has concluded that this project has been conducted in accordance with the requirements and primary objectives of the Housing and Community Development Act (HCDA) and other applicable laws, with the exceptions identified herein.