

LEADERSHIP COUNCIL
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**HOME Sonoma County
2019 Agency Monitoring Questionnaire
FY 2019 Continuum of Care Competition**

Please answer the following questions for the agency as a whole. Form fields are unlimited, but please be succinct. Only one copy of this form is required per agency.

1. Change Management & Institutional Knowledge: What steps does the agency take to ensure project and grants administration knowledge is communicated to new staff? What role does the Board of Directors take in ensuring institutional knowledge is maintained? Have there been any changes in CoC program (non-financial) staffing in the last year?
2. Have there been any changes in financial management staff since last year? What is the size of your fiscal department, and what are their qualifications? Who monitors monthly expenses vs. budget, and how are modifications made? Who is authorized to draw funds through LOCCS?
3. What activities are you engaging in to increase efficiencies? Do you anticipate reducing program budgets and services? What are your contingency plans for 2019-2020? Has your agency received increased funding from other sources in the past year?
4. How have you worked to reduce administrative costs, or share resources? Please describe an example of how you have increased cross-sector collaboration. (Ex: partnering with Federally Qualified Health Centers).
5. What feedback do you have for the Continuum of Care? What is going well? What needs are not being addressed? Are there additional compelling issues for you and your organization.

6. Please describe how your agency ensures the confidentiality and security of current and archived client files.

7. What CoC, CDC, or HUD training has your CoC program staff participated in in the last year? What additional training would be helpful?

8. Please describe any policies or procedures to ensure non-discrimination, both to employees and in the provision of services.

9. Does your agency use time and activity reports to measure time spent on your agency's various activities? If so, are salary expenses allocated to your various funding sources based on the time and activity reports?*

10. How does your agency separate the transactions of your CoC project from other projects? (Ex: separate checking account, funding accounting system, etc)*

*Questions 9 and 10 will be evaluated by CoC Staff and not the full Performance Measurement and Evaluation Committee.

