**Project Monitoring Process**

**Projects and Monitoring Committee**

In the past few years the Projects and Monitoring Committee monitored projects annually all at once. We will formally move to monitoring projects closer to the time they submit their APR in e-snaps to HUD.

Process:

The Projects Committee needs all projects up for renewal and or completing development or ending their grant cycle to submit all monitoring materials to the Projects and Monitoring Co-Chairs no later than 30 days after the submission of their e-snaps APR to HUD. Monitoring materials shall be forwarded to Committee chairs:

**Gail Garrow, OHI Maine, E-Mail:** ggarrow@ohimaine.org

**Donna Kelley, LCSW, Kennebec Behavioral Health, E-Mail:** DKelley@KBHMAINE.ORG

Materials submitted for monitoring must include:

* Approved Monitoring Form
* Copy of E-snaps APR
* Copy of HMIS Project APR (used for e-snaps APR)
* Any approved HMIS data Quality reports used for monitoring (if requested)