## **ESG Program Process Flow**



## **ESG Monitoring Process Flow**

Monitoring Plan is established based on risk analysis of current subrecipients

Sub-recipient is notified of monitoring two weeks prior to monitoring start date Sub-recipient is required to upload 20% client files per activity and send documents for desk review prior to entrance conference

Virtual Entrance Conference is conducted with subrecipient by ESG Manger and staff

Desk Review and monitoring of files is completed and onsite review and exit conference is scheduled

On-Site Review and Exit Conference is completed on location Monitoring letter identifying any concerns and findings is written and signed by manager

Monitoring Letter is sent to sub-recipient within 30 days of Exit Conference

Sub-recipient has 15 days to send Corrective Action Plan in response to concerns and findings to THDA

THDA reviews Corrective Action and provides feedback THDA does follow up on monitoring to ensure corrective action steps are implemented