



County Administration Contracts Review Questionnaire

To complete this module, please provide a copy of each county-wide negotiated and/or DHS contract in which DHC is billed for usage or charges get uploaded to CFMS. These contract expenses are funded through your county's annual county administration allocation from HCPF. The county's annual allocation can be found on [HCPF's IM 23-018 FY2023-24 County Administration Allocations](#).

1. General Information

- a. Email
- b. Organization Name
- c. Name & Title

2. Contract

- a. Upload a copy of the contract
- b. What is the contract's intent and where is it described in the contract?
- c. Did you complete a Contractor vs. Subrecipient Determination for this contract?
 - i. Yes
 - ii. No
- d. What is your process for conducting an annual risk assessment, as required of all subrecipients?
- e. In what sections of the contract does the county include monitoring requirements?
- f. What does your county process look like for contract monitoring specifically for ensuring that the monitoring requirements in the contract are met?
- g. In what section of the contract does the language specify that the contract is contingent on availability of state and federal funds?