



Community Programs Division

MHDC Desk Review Procedure

In lieu of an on-site compliance visit, MHDC may choose to conduct a remote desk audit. Please find the general process flow for a standard MHDC desk audit below:

- Once a funded agency meets the minimum threshold of submitted and approved backup, a compliance desk review may be scheduled.
- The Compliance Officer (CO) will first email the agency grant contact and c.c. both the financial contact and the executive director on file to schedule a desk review. *NOTE: All grantees are responsible for ensuring that their listed grant contacts are up to date.*
- The first email will include a proposed date in which agency staff responsible for administering the grant should be available to provide requested documentation electronically, as well as general information concerning how the electronic desk review will be conducted.
- On the scheduled date of the review, the CO will send a second email to the agency grant contact, the financial contact, and the executive director on file, with a detailed list of all required documentation. This can include client file documentation, forms, and financials. The items will be randomly selected from the approved back up submitted to date.

All requested documentation should be assembled in an orderly fashion, scanned, and submitted electronically uploaded to: www.mhdc.com/bigfile, Attn. Community Programs Division **within 24 hours**.

Tips for a Successful Upload:

- Please review scans before sending them to MHDC.
- Make sure that all pages are facing the same direction and are legible.
- Any sensitive or confidential information (full SSN) must be redacted prior to scanning and sending the documents.

All funded agency forms are available on the MHDC website on the Community Programs Division page. Each program's Desk Guide also includes an Appendix with all required program forms.