

HCPC Monitoring Checklist for Required Documents:

- _____ HUD grant agreement for the project being monitored, including any amendments;
- _____ HUD project application (renewal or new, as appropriate) for the contract year being monitored;
- _____ Most recent Annual Performance Report (APR) submitted to HUD;
- _____ List of all participants served in past 12 months, including admission date and discharge date, if applicable (Initials or unique identifier only);
- _____ List of all applicants declined for admission in the past 12 months (Initials or unique identifier only);
- _____ Most recent complete audit for the grantee being monitored;
- _____ Screen shots of last two eLOCCS vouchers;
- _____ List of all staff billed to CoC or ESG contract, including name, title and % FTE billed to the contract;
- _____ Name and title of person(s) ensuring client children are enrolled in school;
- _____ Any HUD audit finding in the last 12 months;
- _____ Percentage of CoC or ESG funds spent in the last full operating year;
- _____ Written policies and procedures for the management of the CoC or ESG program including:
 - _____ Confidentiality policy;
 - _____ Conflict of Interest policy;
 - _____ Eligibility and intake requirements for the program being monitored;
 - _____ Intake policy for the program being monitored (including all documents provided to participants and all documents participants must sign) - PSH only;
 - _____ Non-discrimination policy;
 - _____ Agency Code of Conduct;
 - _____ Release of information forms provided to and completed by program participants;
 - _____ Process for terminating client participation in the program;
 - _____ Ongoing assessment of supportive services needs and updating the Supportive Service Plan annually;
 - _____ Protection of personal data;
 - _____ If not contracted to serve chronically homeless, policy and procedures for ensuring that turnover beds are being prioritized for the chronically homeless.

CoC Monitoring On-Site Data Collection Checklist

Monitoring staff will randomly select 2 case files of clients currently in the program or recently discharged.

_____ A (1) File includes documentation that units passed housing quality standards inspection prior to initial client move-in.

_____ A (2) For leasing funds, are the rent amounts within the current Fair Market Rent as established by HUD for the area? Note: Fair Market Rent includes utilities.

_____ A (3) For projects using rental assistance, do the rent amounts meet rent reasonableness criteria (HUD form in file)?

_____ A (4) Are the rents being charged accurately calculated « 30% of income) and re-examined annually or when there is a change income with supporting documentation found in the client files?

_____ A (5) For CoC funded RRH, security deposit does not exceed two months' rent. In addition to the security deposit the agency may also pay the final months' rent in advance with documentation on file.

_____ A (6) Does the file include documentation that unit has passed annual housing quality standards inspections, including an inspection within the last 12 months?

_____ 8 (5) Do the reviewed client files adequately document that the individuals or families were homeless prior to entry?

_____ B (6) For PSH projects only, do the client files reviewed adequately document the homeless individuals' disabilities?

_____ B (7) Do participant files contain documentation of household income?

_____ B (8) Do participant files contain documentation of supportive services provided?

_____ B (9) Are clients entering the program routinely screened for mainstream resource eligibility?

_____ B (10) Are SOAR-trained case managers available to clients entering the program?

_____ B (11) What is the Bed utilization rate/persons served (compare project application to APR)?

_____ D (2) Were ALL grant funds expended for activities identified and approved in CoC application?

_____ D (3) Is there adequate source documentation to support ALL expended grant funds (invoices, contracts, purchase orders, time sheets, etc.)?

_____ D (4) Does the recipient track match at least quarterly and maintain source documentation?

_____ D (5) Does the recipient draw funds from eLOCCS at least quarterly?

_____ E (2) The agency has a signed authorization for release of information form that it uses for any client for which the agency uses HMIS for data sharing.

_____ E (4) The agency enters Client Basic Demographic Data into the HMIS system within 72 hours of intake.

_____ F (7) Is there documentation that all clients are entered into HMIS?

_____ F (8) Is there documentation that all clients were assessed through Coordinated Entry?

Project:

Monitoring Items from HMIS/Project Dates:

_____ If contracted to serve chronically homeless, is the grantee serving the number of chronically homeless stated in Project Application?

_____ Percentage of program participants remaining in permanent housing for more than 6 months

_____ Percentage of program participants receiving earned income,

_____ Percentage of program participants receiving income from any source.

_____ Of the clients leaving the program what percentage are exiting to permanent housing.

_____ Data Report Card Grade.

_____ The number of participants being served.

_____ Has the mean time homeless for clients entering the program decreased compared to the previous year?