

CoC PROGRAM MONITORING TOOL – AGENCY REVIEW

Sub- Recipient: _____

Grant #: _____

Project Name: _____

Date: _____

Grant Period: _____

Project type: _____

AGENCY REPORTING REQUIREMENTS 24 CFR § 578.33 (f)		YES	NO	N/A	COMMENTS & ACTION ITEMS
1	Were all the most recent APRs submitted in a timely manner?				
AGENCY PROGRAM REVIEW 24 CFR Subpart B § 578.7		YES	NO	N/A	COMMENTS & ACTION ITEMS
2	Are there agency written standards and procedures for assessment, eligibility, outreach, intake, prioritizing individuals, and reassessing participants in all CoC Programs?				
3	Are all records regarding the program participant centrally located and secure? (24 CFR 578.103(b) & (c))				
4	Period of record retention: Are the records pertaining to the program participant's qualification for the CoC Program being retained for 5 years after the expenditure of all funds from the grant under which the program participant was served? (24 CFR 578.103(c)(1))				
5	Does the agency have a written policy identifying the involvement of homeless/ formerly homeless individuals on the board of directors or other equivalent policy making entity? (24 CFR 578.75 (g)(1-2))				
AGENCY PERFORMANCE MEASURES 24 CFR § 578.103(c)		YES	NO	N/A	COMMENTS & ACTION ITEMS
6	Is there a written termination policy and does it provide for a formal process that recognizes the due process rights of individuals receiving assistance?				
7	Is due process for participants outlined in the policies and procedures?				
8	Did the agency experience any changes in address, telephone #, mergers, key personnel during this grant period?				

9	Did the grantee expend \$750,000 or more in Federal funds per year? If yes, did the agency have an A-133 Audit? If no, did the agency have an independent audit in the past 2 years? Provide copy.				
10	Did the audit report identify any irregularities that might impact this grant? If yes, provide documentation that the irregularities have been corrected.				
11	Does the agency have source documentation of costs to support ALL requests for reimbursement under this grant? (Invoices, Cancelled Checks, Payroll Reports, Time Sheets, etc.)				
12	Is the agency on track for 100% on time quarterly financial drawdowns? (must be inside of 90 days)				
13	Is the agency on track for 100% grant utilization?				
HOUSING FIRST HUD NOFA CoC Application		YES	NO	N/A	COMMENTS & ACTION ITEMS
14	Does the agency follow a "Housing First" approach?				
15	Does the agency quickly move participants into permanent housing? (less than 100 days)				
16	Does the agency ensure that participants are not screened out based on the following items:				
	a. Having too little or no income.				
	b. Active or history of substance abuse.				
	c. Having a criminal record with exceptions for state mandated restrictions.				
	d. History of domestic violence (e.g. lack of protective/restraining order, period of separation from abuser, or law enforcement involvement.				
17	Does the agency ensure that participants are not terminated from the program for the following reasons?				
	a. Failure to participate in supportive services.				
	b. Failure to make progress on a service plan.				
	c. Loss of income or failure to improve income.				
	d. Being a victim of domestic violence.				
COORDINATED ENTRY SYSTEM 24 CFR § 578.7(a)(8)		YES	NO	N/A	COMMENTS & ACTION ITEMS
18	Does this agency/program participate in the CoC Coordinated Entry System?				
19	Does the agency enter data into HMIS in a timely manner (within 3 days of assessment)?				

PRIORITIZING CHRONICALLY HOMELESS		YES	NO	N/A	COMMENTS & ACTION ITEMS
24 CFR PARTS 578, 42 U.S.C. 11381 AND CPD-14-012					
20	Does the agency prioritize beds for use by the chronically homeless when beds become available?				
GENERAL OPERATIONS		YES	NO	N/A	COMMENTS & ACTION ITEMS
24 CFR PARTS 578. 75 Sub-Part F Program Requirements					
21	Does the agency have a written policy identifying the involvement of homeless/ formerly homeless individuals on the board of directors or other equivalent policy/decision making entity?				
22	Does the agency document their compliance with the faith-based activities requirements under 578.87(b)?				
23	Does the Agency ensure that participation in religious activities is voluntary for CoC program participants?				
24	Does the Agency discriminate against a prospective or active program participant based on their religion or religious belief?				
25	Does the Agency allow family members to retain appropriate assistance after the death, incarceration, or institutionalization for more than 90 days of qualifying household member?				
26	Are the project policies and practices consistent with the laws related to providing education services to individuals and families?				
27	Does the agency have a designated staff person to ensure that the children are enrolled in school and receive education services, as appropriate?				
28	Have staff that will be working with or around children completed the requisite mandated reporter training?				
29	Is there a policy in place to ensure that families with children under the age of 18 are not denied admission or separated when entering housing?				
30	Does the agency have a written policy ensuring the protection of domestic violence survivors in accordance with VAWA laws including:				
	a. Emergency Transfer Plan				
	b. Confidentiality				
	c. Notice of Occupancy Rights				

	d. Certification Forms				
	e. Lease Protection				
31	Does the agency have a written policy regarding the following:				
	a. Sexual Harrassment				
	b. Non-Discrimination				
	c. Whistle Blower				
	d. Employee Code of Conduct				
	e. Employee Grievance Procedures				
	f. Confidentiality				
	g. Conflict of Interest				
	h. Explanations of Employee Benefits				
	i. Employee Expectations				
	j. Safety/Evacuation Procedures				
32	Does at least 75% of staff have adequate training on the following topics:				
	a. Diversity Training				
	b. Trauma Informed Care/VAWA				
	c. Best Practices (i.e. housing first, harm reduction, motivational interviewing, etc.)				