

CoC Program Monitoring Tool

Agency:

Grant Period:

Date:

Project Type:

Project Name:

Agency Reporting Requirements	YES	NO	N/A	Follow Up	Done	Notes
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Was the most recent APR submitted in a timely manner?

Agency Policy Review	YES	NO	N/A	Follow Up	Done	Notes
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Is there an agency written standards and procedures for assessment, eligibility, outreach, intake, prioritizing individuals, and reassessing participants?

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?

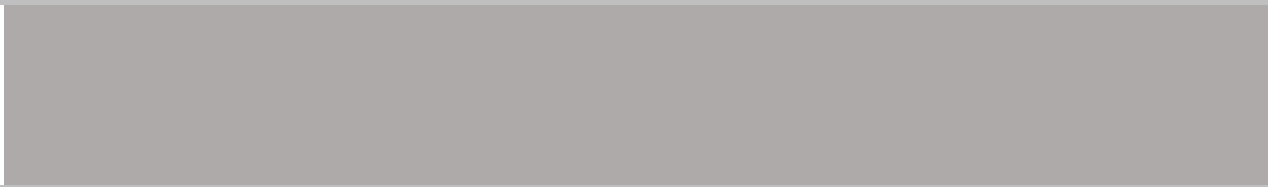
Are the project policies and practices consistent with the laws related to providing education services to individuals and families?

Does the agency have a designated staff person to ensure that the children are enrolled in school and receive educational services, as appropriate?

Have staff that will be working with or around children completed the requisite mandated reporter training?

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?

Does the agency have a written policy ensuring the protection of domestic violence survivors in accordance with VAWA laws including:



a. Emergency Transfer Plan

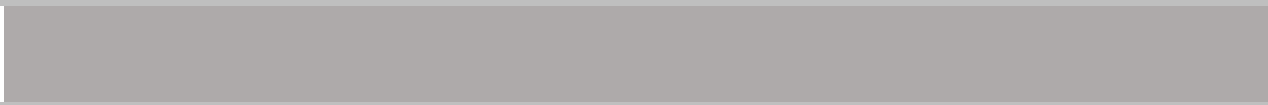
b. Confidentiality

c. Notice of Occupancy rights

d. Certification Forms

e. Lease Protection

Does the agency have a written policy regarding the following:



a. Sexual Harassment

b. Non-discrimination

c. Whistle Blower

d. Employee Code of Conduct

e. Employee grievance procedures

f. Confidentiality

g. Conflict of Interest

h. Explanation of Employee Benefits

i. Employee Expectations

j. Safety/Evacuation Procedures

Is due process for participants outlined in the policies and procedures?

Is there a written termination policy and does it provide for a formal process that recognizes the due process rights of individuals receiving assistance?

Are all records regarding program participants centrally located and secure?

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?

General Operations	YES	NO	N/A	Follow Up	Done	Notes
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Does the agency document their compliance with the faith-based activities requirements under 578.87 (b)?

Does the agency allow family members to retain appropriate assistance after the death, incarceration or institutionalization (for more than 90 days) of qualifying household members?

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.)

Agency Performance Measures	YES	NO	N/A	Follow Up	Done	Notes
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Is the number of participants currently being served consistent with the service number in the approved application? (The subrecipient must serve at least as many program participants as shown in its application for assistance.)

PSH Programs: Did 80% of participants remain in the PH program as of the end of the operating year -OR- exited to PH during the operating year (CoC performance Target= 80%)

RRH Programs: Did 80% of participants remain in the PH program as of the end of the operating year -OR- exit to PH during the operating year (CoC performance Target= 80%)

TH Programs: Did 80% of participants exit to PH during the operating year (CoC performance Target= 80%)

All Programs: Did <10% of leavers exit to non-permanent destinations (CoC Performance Target= <10%)

Are beds fully occupied? If no, what is the bed utilization rate? If not at capacity, what actions are being taken to improve this outcome? (CoC performance target for average daily utilization rate= 90%)

Housing First	YES	NO	N/A	Follow Up	Done	Notes
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Does the project quickly move participants into permanent housing? (less than 100 days)

Does the project 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)

Data Systems	YES	NO	N/A	Follow Up	Done	Notes
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Does this project participate in the CoC Coordinated Entry System?

Does the agency enter data into HMIS in a timely manner (within 3 days of assessment)?

Is HMIS Data Quality Report Card Grade an A?

Is there perfect attendance of HMIS Oversight Committee Meetings?

Prioritizing Chronically Homeless	YES	NO	N/A	Follow Up	Done	Notes
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Does the project prioritize the chronically homeless for Permanent Supportive Housing (PSH) Programs?

Performance- Administrative	YES	NO	N/A	Follow Up	Done	Notes
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Is the agency on track for 100% on time quarterly financial drawdowns?

Is the agency on track for 100% grant utilization?

Is the agency on track for 0 outstanding HUD Findings?

Does a review of program expenditures show that no improper payments were made?

Do contributions meet cost sharing or matching requirements, including cash and third party in-kind contributions as follows:



a. Are verifiable from the agency's records

b. Are not included as contributions for any other Federal award

c. Are necessary and reasonable for accomplishment of project or program objectives

d. Are provided for in the approved budget

Technical Assistance:

If your organization would like to request Technical Assistance or additional feedback on scores, please identify the topics in the notes section.