Ozarks Alliance to End Homelessness

HUD CoC Grant Project Annual Monitoring Checklist

Agency Name: _____ Grant Number:_____

Grant Name: _____ Start/End Dates: _____

New/Renewal Grant: _____ Award Amount: _____

Remaining Balance: _____

Annual Monitoring Completion Date: _____

Category	Complete (S / NI / AC)	Notes	1st Agency Staff Reviewer Signature	2nd Agency Staff Reviewer Signature
Program Requirements				
APR for current grant year (since last monitoring)				
Signed Grant Agreement				
HMIS Mandatory Collection Notice is posted at intake/data entry location				
Available HMIS Report of all clients served during current grant year				
Client File Requirements				
Files reviewed have necessary required documentation		(See Client File Checklist)		
Files are organized & consistent				
Agency Requirements				
Completed Environmental Review				
Standard Operating Procedures				
Written policies addressing: • Client Intake • Confidentiality • Client Record Keeping • Program Eligibility • Grievance • Housing First				

S = Satisfactory NI = Needs Improvement AC = Area of Concern

*Note: Client File Checklist can be found in the OAEH Annual Monitoring Guide

Ozarks Alliance to End Homelessness

Annual Monitoring Signature Page

Agency: _____

Grant Number: _____

The undersigned does, by his/her oath solemnly swear and affirm that he/she is the Executive Director or Authorized Representative of _____ and as such officer or representative of such entity does solemnly swear and affirm that the above Annual Monitoring Checklist is true and complete.

By: _____

Printed Name: _____

Title: _____

On this _____ day of _____, 20__, before me, the undersigned notary, personally appeared _____, personally known to me, or proved to me through identification documents and who swore or affirmed to me that the contents of the documents are truthful and accurate to the best of his/her knowledge and belief.

_____

Notary Public

Once fully executed and notarized, a scanned version of this document may be submitted electronically to the OAEH via email. If submitted as such, the undersigned agrees that the signature is to be treated as an original signature and the document (in the form of a photocopy, PDF, or other electronic form) is to be treated as an original document with the same legal effect and enforceability as the original signed document. Regardless, the OAEH in its sole and absolute discretion reserves the right to request an original signed hard copy of the documents as it deems necessary. The undersigned is responsible for retaining an original signed hard copy in his/her files.

Rev. 11/2026