Ozarks Alliance to End Homelessness

HUD CoC Grant Project Annual Monitoring Guide

Monitoring Overview

The Ozarks Alliance to End Homelessness (Continuum of Care for Springfield/Greene, Christian, and Webster counties) is required to monitor HUD CoC funded projects at least annually. The Ozarks Alliance to End Homelessness will conduct monitoring via:

A) Quarterly review of CES participation, spending, and System Performance
B) Annual on-site monitoring of expenditures
C) Annual monitoring of client files through agency submission of checklist completion
D) Annual submission of HUD CoC Grant Application and Supplemental Data Forms

Agency/project success in each of these components will be shared with the OAEH NOFO Committee and will inform project scoring on the HUD CoC Grant Priority Listing.

Feedback to Agencies

The NOFO Committee will communicate any concerns with spending within 15 days of their review of spending reports.

The CoC Administrative Team will send written feedback to agencies regarding monitoring within 30 days of the monitoring, including information on areas of concerns and compliance issues.

Scoring for Project Applications for the HUD CoC grant will be shared with the agency within 7 days of completion of the Priority Listing.

Points of Contact

Angela Duran, City of Springfield: aduran@springfieldmo.gov

Glenda Troop, City of Springfield: gtroop@springfieldmo.gov

Michelle Garand, Community Partnership of the Ozarks, mgarand@cpozarks.org

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Annual Monitoring

Expectations

The Agency is expected to identify the appropriate primary contact person(s) for HUD CoC-funded projects each grant year. The primary contact person(s) for HUD CoC monitoring will communicate with the CoC Administrative Team as appropriate and be responsible for maintaining records in compliance with HUD regulations.

Agencies are responsible for ensuring HUD compliance and meeting financial, client file, program, and agency requirements. Annually, Agencies will review at least 25% of their files for clients served in the HUD CoC grant program over the grant year, ensuring requirements are met, and complete the Annual Monitoring Checklist. If the Agency has multiple HUD CoC grants, the Annual Monitoring Checklist must be completed for each program.

Agencies will have two staff review all the client file, program, and agency requirements indicated in the Annual Monitoring Checklist and sign the Checklist. By signing the Checklist, they acknowledge they have reviewed all appropriate documentation for the program, indicate the documentation is complete and accurate, and have specified any notes relevant for the NOFO Committee. The Agency Executive Director or Authorized Representative will sign and have notarized the Checklist prior to submission.

The NOFO Committee can request additional information following the submission of the Annual Monitoring Checklist, if needed.

Procedures

The CoC Administrative Team will connect with Agencies to conduct annual monitoring for each project approximately one month prior to the grant term ending. The Agency will have two Agency staff review the items required and submit completed documentation to the CoC Administrative Team.

- The CoC Administrative Team will notify the Agency of annual monitoring and provide a deadline, allowing two weeks for annual monitoring to be completed. Monitoring will include 1) Agency completion and submission of Annual Monitoring Checklist and 2) Financial Monitoring by CoC Administrative Team
    - Agencies should complete the Annual Monitoring Checklist, signed by two agency staff, for each HUD CoC grant. Agency's Executive Director or Authorized Representative should submit signed and notarized documentation to Angela Duran, Glenda Troop, and Michelle Garand by 5:00 p.m. on the deadline communicated in the annual monitoring notification.
        - Title your annual monitoring documents in the following format: *Agency Name–Program–Annual Monitoring–Month–Year*
        - See Appendix A for the Annual Monitoring Checklist

- See Appendix B for the Client File Checklist
    - Client File Checklist does not need to be submitted to the CoC Administrative Team
    - Appendix B will assist in completing the Annual Monitoring Checklist

- For annual on-site financial monitoring, Agencies must provide the following:

1) Printed report of all clients served grant-to-date
2) HUD draw reports from eLOCCS for entire grant period; print all three tabs (General, Budget, and Vouchers) for the grant-to-date
3) Quick Books report: Transaction Detail by Account grant-to-date
4) Match documentation

Appendix A: Annual Monitoring Checklist

Category	Complete (S / NI / AC)	Notes	1st Agency Staff Reviewer Signature	2nd Agency Staff Reviewer Signature
Program Requirements				
APR for most recent grant year				
Signed Grant Agreement				
HMIS Mandatory Collection Notice is posted in intake/data entry location				
Available HMIS Report of all clients served over current grant year				
Client File Requirements				
Files have required documentation		(See Client File Checklist)		
Files are well organized and 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

Appendix B: Client File Checklist

Client Files by Item	Yes – No – N/A	Notes
HMIS Release of Information (Current)		
Documentation of: (if applicable)		
chronic status		
disability		
homeless status		
Veteran status		
Documentation of regular case notes		
Client Lease		
Lead Based Paint		
VAWA		
Documentation of rent reasonableness		
Documentation of HQS		
Annual Re-certification (if applicable)		

*Note: Must review at least 25% of client files served in the program over the grant year