

## **Ozarks Alliance to End Homelessness Monitoring Policy**

### **Purpose**

The City of Springfield, as Collaborative Applicant for the Ozarks Alliance to End Homelessness (OAEH), is mandated to monitor agencies receiving HUD-Continuum of Care funding at least annually to ensure agencies are not out of compliance with HUD regulations included in CFR Part 578.

### **Expectations**

The OAEH expects agencies to submit at least one drawdown request in e-LOCCS per grant quarter AND each renewal project to have a less than 10% variance between grant amount expended and grant period remaining. If a project has a more than 10% variance, written documentation of explanation is required and the NOFO Committee may request spending updates from the agency or a corrective spending plan. If a project or agency has continual significant underspending, consistently inadequate documentation in client files, on-going compliance issues with HMIS or the local Coordinated Entry System, and/or findings during a HUD audit, the OAEH may request a Quality Improvement Plan.

The Agency is expected to identify the appropriate primary contact person(s) 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.

### **Monitoring Process**

The City of Springfield's CoC Administrative Team will work with the OAEH NOFO Committee to monitor funded agencies via:

- quarterly desk monitoring on spending, CES participation, and System Performance Measures
- minimum annual monitoring of expenditures and client files through agency submission of completed checklist

The CoC Administrative Team and/or the OAEH NOFO Committee may request additional follow-up program monitoring.

### **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 annual monitoring within 30 days of monitoring completion.