



Kansas Statewide
Homeless Coalition

CoC Funded (Non-VSP) Program Monitoring Tool

Approved Performance & Compliance Committee: 2.17.2022	Approved Steering Committee: 2.18.2022
Revised Performance & Compliance Committee:	Revised Steering Committee:

Agency Name:	Project Name:	Project Type:
Grant Term (1yr or 2yrs):	Grant Number:	Grant Amount:
Expiration Date:	Date APR is Due to HUD:	APR Submitted:
Date of Monitoring Visit:	KSHC Staff:	
Other (amended grant dates/amounts):		

****KEY & GLOSSARY****

- 1 Provided: Agency adequately provided KSHC monitoring staff with required documentation**
- 2 Not Provided: Agency did NOT provide KSHC monitoring staff with required documentation**
- 3 NA: Documentation is not required due to project type or other reasoning**
- 4 Incomplete: Agency document is currently in development or documentation is inadequate**
- 5 Agency Leasing: Project type requires specific documentation between Program Agency and Landlord**
- 6 Participant Rental: Project type requires specific documentation between Program Participant and Landlord**



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***When Providing Documentation on Paper, Please Provide the Following Information (Excluding Client Files) Inside a 3-Ring Binder Tabbed by Sections Listed in the Tool.**

***When Providing Documentation Electronically, Please Provide the Following Information (Excluding Client Files) In a Zip Folder Labeled by Sections Listed in the Tool.**

General Recordkeeping	1 Provided	2 Not Provided	3 N/A	4 Incomplete	COMMENTS
Executed Grant Agreement 24 CFR 578.23(c)					
Documentation of Grant Amendment (request and approval, if applicable) 24 CFR 578.105					
Executed Grant Agreements with Subrecipients 24 CFR 578.23(c)(ii)					
Documentation subrecipients are not debarred 24 CFR 578.23(c)(4)(v)					
Documentation of annual monitoring of Subrecipients 24 CFR 578.23(c)(8)					
Project Application should be maintained - ensure costs charged against the grant are consistent with the approved budget items identified in the application 24 CFR 578.59(a)					



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Documentation that Annual Performance Report was submitted timely 24 CFR 578.103(e)					
Written CoC Program Policies and Procedures to include: 24 CFR 578.103(a)					

Intake/screening procedures 24 CFR 578.103(a)(3) and (4)					
Personnel Policies and Procedures 2 CFR 200.303, and 24 CFR 578.103(a)					
Termination Policy 24 CFR 578.91					
Grievance Policy 24 CFR 578.91					
Policy Privacy/Confidentiality Policy 24 CFR 578.103(b)					
Drug-Free Workforce Policy 24 CFR 5.105(d), 24 CFR 2424, 24 CFR 225					
Policy identifying the involvement of homeless/formerly homeless individuals 24 CFR 578.23(c)(3)					
Domestic Violence Policy (Including VAWA (Violence Against Women Act) and Emergency Transfer Plan) 24 CFR 578.23(c)(4)(i)(ii), 24 CFR 578.103(a)(17), 24 CFR 5.2005,					



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24 CFR 576.409					
Housing First Policy, if applicable HUD CPD (Community Planning and Development) Notice 14-02					
Proof of a designated staff person for student enrollment 24 CFR 578.23(c)(4)(iv)					
Documentation of participation of homeless/formerly homeless individuals in policymaking 24 CFR 578.75(g)(1)					
Documentation of compliance with environmental review requirements 24 CFR 578.99, 24 CFR 578.31					
Documentation of compliance with fair housing requirements 24 CFR 578.87(b), 24 CFR 578.103(a)(14) and (17), 24 CFR 578.93(c)(1)					
Documentation of other federal requirements (i.e., lead based paint, Section 3, Section 504), if applicable 24 CFR 578.99, 24 CFR 35, 24 CFR 578.99(b)					
Executed Memorandum of Understanding with KSHC as Collaborative Applicant 24 CFR 578.73(c)(3)					
Miscellaneous	1 Provided	2 Not Provided	3 N/A	4 Incomplete	Comments



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Proof for more than 1 users in eSNAPS					
Homeless Participation (Provide evidence that those with lived experience of homelessness within the last 7 years have a voice in decision-making or the agency has a HUD approved alternate plan. 2021 NOFO Question 1B-2 #3, 1C-16					
Racial Equity Participation and voice in decision-making or the agency has a HUD approved alternate plan) 2021 NOFO Question 1C-15Ca.b.c, 1E-3					
Equity Participation (Provide evidence that those who identify as LGBTQ+ have a voice in decision-making or the agency has a HUD approved alternate plan) 2021 NOFO Question, 1C-1 #12, 1C-6#1					



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Financial Files	1 Provided	2 Not Provided	3 N/A	4 Incomplete	Comments
Succession Policy for eLOCCS Primary User and Authorizing Official					
Written Financial Policies 24CFR 200.302, 24 CFR 578.23(c)(5), 24 CFR 578.103(a)					
Written Procurement Procedures 24CFR 200.318 and 2 CFR 200.319					
Written Conflicts of Interest Policy 24CFR 200.317 and 2 CFR 200.318, 24 CFR 578.95(a)					
Documentation of match (25% of total Grant Amount less leasing) 24 CFR 578.73(a)					
Documentation of Grant Expenditures (during grant term and for approved items in application) 24 CFR 578.37, 24 CFR 578.103					
Documentation of Indirect Cost Rate Proposal, if applicable 24 CFR 578.63(b), 24 CFR 578.103(a)(17)					
Documentation showing compliance with the Single Audit Act 24 CFR 578.99(g), 2 CFR 200 subpart F					



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Documentation showing quarterly draw requests. 24 CFR 578.85(c)(3)					
Documentation showing program income was expended prior to HUD draw requests if applicable 24 CFR 578.97(b)					

HMIS Compliance	1 Provided	2 Not Provided	3 N/A	4 Incomplete	COMMENTS
KSHC Ks-BoS CoC HMIS (Homeless Management Information System) Clarity End User Security and Privacy Agreements for all HMIS users (please complete online training and submit agreement through Clarity)					
Current list of Clarity users					
Agency uses the CoC HMIS Standardized Release of Information (located in Clarity) applicable to its level of sharing and is consistent in collecting with clients					
Completed required annual training and have documentation of training for all users					
If using comparable database, does it comply with HUD's HMIS requirements?					



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Client Files	1 Provided	2 Not Provided	3 N/A	4 Incomplete	COMMENTS
Documentation participants are entered into HMIS or a comparable database 24 CFR 578.103(a)(3)					
Documentation participant was screened via centralized or coordinated assessment systems 24 CFR 578.23(c)(9)					
Documentation of Homelessness at intake 24 CFR 578.103(a)(3)					
Permanent Supportive Housing - Documentation of disability 24 CFR 578.37(a)(i)					
Transitional Housing- No more than 24 months of services provided except under documented extenuating circumstances 24 CFR 578.79					
Documentation of ongoing assessment of services 24 CFR 578.75(e)					
Initial Documentation of examination of income at Intake 24 CFR 578.103(a)(7)(i)					
Documentation of examination of income at Recertification 24 CFR 578.103(a)(7)(i)					



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Documentation of initial and follow-up Housing Quality Standards inspections 24 CFR 578.75(b)(2)					
Documentation that the unit/structure is not owned by recipient or subrecipient 24 CFR 578.49(a)					
<u>5Agency Leasing-</u> Documentation lease is between agency and landlord (if applicable) 24 CFR 578.49(b)(5)					
<u>5Agency Leasing-</u> Documentation of occupancy agreement, lease or sublease for individual units (if applicable) 24 CFR 578.103(a)(17)					
<u>5Agency Leasing-</u> Documentation of rent reasonableness for the period of approval for an assisted unit 24 CFR 578.49(b)(1)					
Rents charged (including utilities) do not exceed HUD-Fair Market Rents 24 CFR 578.49(b)(2)					
Documentation supporting the correct/current utility allowance schedule is used 24 CFR 578.103(a)(17), 24 CFR 578.49(a)(3)					
Documentation of occupancy charges with annual income calculations 24 CFR 578.77, 24 CFR 578.99(b)(6)					



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Documentation the participant has an executed lease agreement with the landlord 24 CFR 578.77, 24 CFR 578.51(d)(e)					
<i>6Participant Rental</i> -Documentation of rent reasonableness for the period of program assistance 24 CFR 578.51(g)					