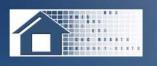


# Monitoring and Technical Assistance







### Monitoring

- Purpose of monitoring is to determine whether grant activities are implemented:
  - In compliance with statute, 24 CFR Part 578,
    NOFA, Notices, OMB Supercircular, and other programmatic guidance
  - As described in approved application
- Monitoring review can be remote or on-site







# **Monitoring Areas**

Program Participants

Housing

Supportive Services

Project Progress

Match Documentation

Subrecipient Management Overall Management

Financial Management

Cost Allowability

**Procurement** 

Equipment and Equipment Disposition

Other Federal Requirements







- Documentation of participant eligibility
- Match documentation
- Rent calculations
- Housing quality standards (HQS)
- Termination







### **Compliance Issue:**

Failure to maintain sufficient documentation to support eligibility:

- ✓ Documentation of homelessness
- ✓ Documentation of disability
- ✓ Documentation of chronic homelessness
- ✓ No support documentation
- ✓ Unclear chronology of homeless episodes for chronically homeless
- ✓ Inconsistencies







### **Compliance Issue:**

Failure to meet the program match requirements

- ✓ Insufficient match
- ✓ Ineligible sources used as match
- ✓ Inadequate tracking and documentation of match







### **Compliance Issue:**

Failure to calculate and/or document rent payments correctly

- ✓ Overcharging rent
- ✓ Income verification inadequate
- ✓ Not including utility allowance
- ✓ Not reviewing income annually







### **Compliance Issue:**

Failure to comply with HQS requirements

- ✓ Inspections completed after the participant moves into the unit
- ✓ Proper inspections not performed at all, or completed poorly (important problems missed)
- ✓ Inspection forms incomplete
- √ Forms not signed and/or dated







### **Compliance Issue:**

Noncompliance with termination requirements

- ✓ No written policy
- ✓ Failure to follow written policy
- ✓ Not affording participant due process







# **Monitoring by Recipients**

- Recipients must monitor subrecipients at least annually
- Recipients and subrecipients should monitor themselves



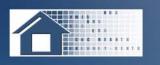




# **Technical Assistance**







### **Technical Assistance**

- List of CoC resources including webinars, user guides, and tools can be found at: www.hudexchange.info/coc
- Technical assistance requests can be made through your CPD Representative or at <u>www.hudexchange.info</u>



