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
Common Monitoring Findings

- 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 www.hudexchange.info