



## Monmouth County Homeless System Collaborative

### CoC Program Monitoring Tool

Program Name \_\_\_\_\_  
 Grant Number \_\_\_\_\_  
 Operating Year \_\_\_\_\_

General Record Keeping	Y/N/NA	Comments
Are general program records centrally located		
Does recipient have copies of <ol style="list-style-type: none"> <li>1. Program regulations</li> <li>2. Grant Agreements</li> <li>3. Grant Amendments &amp; Budget Revisions (if applicable)</li> </ol>		
Does the recipient have policies & procedures including: <ol style="list-style-type: none"> <li>1. Program eligibility – target population &amp; prioritization</li> <li>2. Intake procedures requiring verification of homeless eligibility &amp; documentation</li> <li>3. Intake procedures require verification of disability and documentation (if applicable)</li> <li>4. HMIS data entry requirements &amp; process</li> <li>5. Participation in Coordinated Entry (when applicable)</li> <li>6. Enrollment process</li> <li>7. Fee Determination procedures</li> <li>8. Services</li> <li>9. Provisions for educational services to children (for projects serving families)</li> <li>10. Housing process</li> <li>11. Termination policy</li> <li>12. Conflict of Interest Policy</li> </ol>		
Are homeless or formerly homeless persons participating on board of directors or other equivalent policy-making entity of the recipient or sub-recipient?		
Has the program submitted APRs in a timely fashion		
Has the recipient passed their most recent HMFA-HMIS audit		
Does the recipient solicit client feedback to inform program policies and services		
Does the recipient coordinate with community agencies to secure program referrals		



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Financial Management	Y/N/NA	Comments
Are financial records centrally located		
Did the recipient establish fiscal controls and accounting procedures to assure the proper disbursement of, and accounting for, grant funds to ensure that all financial transactions were conducted, and records maintained, in accordance with generally accepted accounting principles		
Were grant funds expended for activities identified and approved in CoC application		
Were grant funds expended for eligible costs		
Is there adequate source documentation to support expended grant funds (invoices, contracts, purchase orders, time sheets, etc)		
Is there evidence for completion of single audit (if required)		
Does the recipient track match at least quarterly		
Does the recipient maintain source documentation for match		
Was program income used on the project for eligible costs (if applicable)		
Does the recipient drawdown funds from eLOCCS at least quarterly		

Participant Files	Y/N/NA	Comments
Are participant files centrally located		
Do participant files contain verification of homeless status		
Do participant files contain verification of disability (if applicable)		
Do participant files contain documentation of household income		
Do participant files contain signed consent forms		
Do participant files contain copies of lease agreements (if applicable)		
Do participant files contain copies of rent calculation forms		
Do participant files contain copies of utility allowance forms (if applicable)		
Do participant files contain evidence of rent reasonableness		
Do participant files contain documentation of supportive services provided		
Do participant files contain evidence of annual updates to supportive service plans		



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Housing Specific Requirements	Y/N/NA	Comments
Is there evidence units/buildings have passed local fire codes		
Do all units/buildings have a Certificate of Occupancy on file		
Are HQS Inspections completed prior to unit lease-up by entity that does not own the unit		
Are HQS inspections completed annually by entity that does not own the unit		
Does the recipient fill program vacancies in a timely manner		
Are lease agreements drawn correctly according to the type of housing funding awarded		