



## Monmouth County Homeless System Collaborative

### CoC Program Monitoring Scoring Tool

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

Scoring: 0 – inadequate; .5 – partially adequate; 1 - adequate

General Record Keeping	Y/N/NA	Comments
Are general program records centrally located		
Does recipient have copies of 1. Program regulations 2. Grant Agreements 3. Grant Amendments & Budget Revisions (if applicable)		
Does the recipient have policies & procedures including: 1. Program eligibility – target population & prioritization 2. Intake procedures requiring verification of homeless eligibility & documentation 3. Intake procedures require verification of disability and documentation (if applicable) 4. HMIS data entry requirements & process 5. Participation in Coordinated Entry (when applicable) 6. Enrollment process 7. Fee Determination procedures 8. Services 9. Provisions for education services to children (for projects serving families) 10. Housing process 11. Termination policy 12. Conflict of Interest Policy		
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		

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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		

#### Site Monitoring Score

Section	Maximum Score	Point Awarded	Percent of points
General Record Keeping	7		
Financial Management	10		
Participant Files	11		
Housing Specific Requirements	6		
<b>Total</b>	<b>34</b>		

HMIS/APR review: 0 – not met; 1 – partially met; 2 – fully met

Score

Notes

Homeless Status

Total number served	Homeless prior to entry	Institution prior to entry	Other prior to entry		

Disability Status

Total Number of Households Served	# with no disability				

Data quality

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Program utilization

HMIS utilization rate	Number of households proposed	Number of persons proposed	Number of households served	Number of persons served		

Target Population

	HUD application target	Actual served			
Veteran					
Domestic Violence					
Mental Illness					
Substance Abuse					
Chronic Health Conditions					
HIV/AIDs					
Developmental Disabilities					
Physical Disabilities					
Chronically Homeless					

Stability in PH								
Total Number of participants	Average Length of Stay	Participants Leaving	Participants Staying	# Left to PH	total with stable housing	% with stable housing		
Destination at exit								
Total Participants Leaving	Permanent Destination	Permanent Destination %	Homeless/Unknown	Homeless/Unknown %	Other Destination	Other Destination %		
Connection to income & benefits								
Total number of adults	earned income	% with earned income	non-earned income	% with non-earned income	non-cash benefits	% with non-cash benefits		
Increase in income								
Total number of adults	# increased earned income	% with increase in earned income	# increased non-earned income	% with increase in non-earned income				

	total possible score	score	%
Site Visit Score	34		
Performance Score	24		
<b>Total Monitoring Score</b>	<b>58</b>		