

Working Group Report to the CoC Board

Working Group: Monitoring working group

Champions: Lorena Candelario, Vice-Chair, City of North Las Vegas, Marilyn Provost, Vice-Chair, United Way of Southern Nevada,

Working Group Attendance: Lorena Candelario – Chair/Champion (City of North Las Vegas), Marilyn Provost – Vice Chair (UWSN), Karen Schneider (CCSS), Michele Fuller-Hallauer (CCSS), Michelle Johnston (US Vets), Tara Ulmer (CCSS), Julee King (Bitfocus), Tameca Ulmer (CCSS), Catherine Huang Hara (CCSS), Leone Lettsome (City of North Las Vegas), Tamara Thomas (HUD). Also in attendance were Amanda Wehrman and Erica McWhorter from HomeBase.

Southern Nevada Homelessness Continuum of Care Board CoC Monitoring Working Group

August 9, 2017: Held in-person 1:30pm – 3:00pm @ United Way of Southern Nevada located at 5830 W. Flaming Road LV 89103, on the 2nd floor in executive conference room. Meetings are being held at UWSN while the elevator is down for repair at CCSS. It is scheduled to be back up by October.

Accomplishments – Action Items Completed:

- Discussion of the Monitoring Date and Guidance to the Scoring & Ranking Team: The team recapped plans to schedule on-site monitoring. There was discussion of a monitoring spreadsheet that should be updated with members assigned to each program. HomeBase explained that they are working with the Scoring & Ranking team for the local application process, so they will be participating in the Evaluation Working Group and Monitoring Working Group meetings this month programs.
- Discussion of the HUD Scoring and Ranking Tool: HomeBase stated HUD's tool aligned with factors needed for the local process. However, HomeBase felt like the tool already used makes the most sense for this year's process. Bitfocus has looked at the tools and suggested that the tabs on the HUD tool might be more useful than what is currently being used. The group decided that the HUD tool should be shared for learning and possible adaptation for future processes.
- Review of Monitoring Forms Update: After the last HUD monitoring, HUD indicated that Third Party Verification and Income Verification forms should be part of the packet in every client file. An example of two frequently used forms nationwide was presented; the MWG needs to determine which one would suffice. It was also discussed that chronically homeless definition should be added to all forms.

Near term: Action Items In-progress / Pending:

- The HUD tool should be shared for review, understanding and possible adaptation for future processes.
- MWG needs to determine one of the two frequently used Homeless Verification Forms should be used and adapted for our COC grantees.
- CoC grantees will be provided training on the forms and how to use them for the next grant term.
- CoC grantees will be informed of scheduled onsite monitoring and who will be coming to monitor

Goals not yet met / Issues:

- Monitoring forms need to be sent out to the users for feedback;
- The monitoring schedule needs to be updated to include the dates of the onsite visits and who will be conducting the monitoring;
- Creating a template for the monitoring findings request letter;
- Confirming the date range of the last round of monitoring reports; and
- Collaborating with the CI-CAT to develop a compliance checklist.

Announcements:

- Next Meeting: Wednesday, September 13, 2017 at United Way of Southern Nevada, 1:30-3:00pm