



MONITORING WORKING GROUP GOVERNANCE

Purpose

The Continuum of Care Program (CoC) is authorized by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) enacted into law on May 20, 2009 which consolidates three of the separate homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program. The HEARTH Act also codifies in law the Continuum of Care planning process.

Funding is awarded to CoCs through HUD's annual Notice of Funding Availability (NOFA). Southern Nevada Homeless Continuum of Care Board is the administrator of the CoC and serves as the Collaborative Applicant to HUD in the funding process. The Monitoring Working Group (MWG) is a sub-committee of the SNH CoC and is charged with leading efforts as it relates to performance of the community's CoC including bed availability/capacity, monitoring the Community Queue in relation to coordinated intake; impact of outreach efforts, performance of HUD sub-grantees, creation/updating monitoring tools, and oversight of the external monitoring team.

Activities of the MWG include:

1. Evaluation of the local application process and recommendations for process improvement, including the review and preparation of the local application prior to release of the CoC NOFA
2. Evaluation and development of monitoring tools to be used during the process of monitoring
3. Oversee the monitoring process by the External Monitoring Team.
4. Provide monitoring scores to competition facilitators for inclusion in evaluation process and to be made available for Scoring and Ranking Team in consideration of project rankings.
5. Monitor the status and progress of the monitoring of ESG projects across all jurisdictions ensuring timely completion.
6. Provide a monthly report to the SNH CoC Board regarding the accomplishments and activities of the group

Membership

The MWG consists of a member from the external monitoring team, collaborative applicant, each municipality, and assorted non-profits. This is an open meeting and all members of the SNH CoC are encouraged to attend.

Meetings

Meetings of the MWG are held the 2nd Wednesday of every month from 1:30 PM – 3:00 PM at Clark County Social Service, 1600 Pinto Lane, Las Vegas, NV 89106. Interested parties are able to attend meetings in person or by calling-in to a pre-designated number. Quarterly meetings with the Monitoring Working Group, the Data and Systems Improvement Working



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Group, and the Evaluation Working Group will be scheduled for further collaboration of these working groups.

Leadership

The SNH CoC Board designates a “champion” for each of the working groups. The current champion for the MWG is Rick Damian damiandr@cityofnorthlasvegas.com.

Decision Making

Decisions will be based on a consensus of those in attendance. In the event consensus cannot be reached, any member of the group can call for a formal vote. Regardless of the number of members from the same Agency, each Agency in attendance will receive one (1) vote. If there is more than one representative present for any Agency, those members will confer and are entitled to one vote.

An overview of discussion and decision made within the group are available on the Help Hope Home website in the MWG monthly board reports.

All fiscal and policy matters will be forwarded to the SNH CoC Board with recommendation from the Monitoring Working Group.

External Monitoring Team

CoC Planning Grant dollars support an External Monitoring Group, which expedites full monitoring of all HUD-funded CoC and ESG projects. This team administers a project performance tool, which is informed by performance reports from Clarity HMIS/CMIS (Homeless Management Information System/Community Management Information System). Additional monitoring elements include compliance with verifying and documenting participant eligibility, not only in practice, but also reflected in program policies and procedures. Utilization rates (bed occupancy rates) and spending rates are also monitored.

The External Monitoring Team is a third-party vendor contracted to conduct full on-site monitoring and complete appropriate monitoring tools accordingly. During the monitoring, the team reviews how the program is administered and provides technical assistance or direct recommendations to the project provider toward capacity building.

Upon completion of each project’s monitoring, the team works with the project provider toward addressing observations and areas of improvement, provides technical assistance around course corrections, and performs secondary full monitoring if needed. The team then provides a full monitoring report containing a summary of their activities, findings, improvement efforts, and recommendations for overall improvements to the MWG.