SNHCoC External Monitoring Spending/Drawdown & Utilization Rate Tool - Year 5

Overview: This tool was developed to align with the logic and design of the Housing First Standards Assessment Tool as provided by the U.S. Department of Housing and Urban Development by the Strategic Progress External Monitoring Team in collaboration with Clark County Social Service and the SNHCoC Monitoring Working Group. The tool is designed for deployment by the External Monitoring Team at the recipient/subrecipient level for ALL program monitoring and compliance assessments. This tool is being deployed as one of a series of tools that have been developed by the Strategic Progress External Monitoring Team, a working group from the SNHCOC, BitFocus HMIS data reports, and HUD. The goal of this tool is to provide a program-specific outcome score for monitoring based on HUD Handbook and CFR standards, regulations and requirements. Ultimately, the final score of this tool will inform the overall monitoring score for SNHCoC HUD funded programs for consideration and inclusion in the annual Scoring and Ranking process for available HUD grant funds.

Provider & EMT Information Tab: Modified from the Housing First Standards Assessment Tool, the Provider & EMT Information tab is designed to collect agency/organization specific information for points of contact for the recipient/subrecipient, program administrators, and External Monitoring team members. From a transparency perspective, this tab will collect all relevant information to the programs, recipients/subrecipients, External Monitoring Team, and related high level data elements.

Standards: The Standards for this Utilization & Spending/Drawdown Rate Tool are effectively defined by the rates being measured: Utilization Rate & Spending/Drawdown Rate.

Project Type: This tool was developed for ALL Project Types to be conducted at the program level as a standalone tool from other developed tools. The design of this tool ensures maximization of monitoring efficiency and effectiveness from the agency/organization and program-specific perspectives.

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Safeguarding: This tool is designed and will be deployed to safeguard concerns when assessing Safe Haven projects. Specifically, this tool will work to assure client record confidentiality especially with programs designed to serve victims of domestic violence. The External Monitoring Team will ensure adequate safety and confidentiality policies and practices are implemented and adhered to throughout monitoring activities.

Scoring: For each standard, the scoring criteria is based on either HMIS, eLOCCS, or HUD provided data along with associated calculation to determine effective rates of either Utilization or Spending/Drawdown. The percentage calculated outcome is then awarded points based on a designed scale for both the Utilization Rate and Spending/Drawdown Rate individually.

Assessor (Monitor) Notes: A cell below each individual standard allows the assessor (monitor) to add optional notes about the information collected for that particular standard.

Tab	Description	Purpose
Provider & EMT Information	Details for the provider, provider contacts, program(s) for monitoring, and EMT contact and role assignment	To promote transparency of the monitoring process and implementation and guide the monitoring of specific programs in collaboration with each provider and associated staff.
Spending/Drawdown Rate	The spending/drawdown rate as defined as the percentage of unspent funds for the monitoring period using HUD eLOCCS/drawdown rate report.	To assess and measure the effective spending/drawdown of awarded funds as a function of unspent funds.
Utilization Rate	The percentage of program operation based on full capacity of program bed nights calculated using HMIS data.	To assess and measure the effective program utilization rate as a function of the capacity of program service.

Provider & Monitoring Team Information	
Provider Information	
Provider's Legal Name	
Project Information	
Project Name(s)	
Project Name(s)	
Project Name(s)	
Project Name(s)	
Project Name(s)	
Project Name(s)	
Project Name(s)	
Project Name(s)	

Provider & Monitoring Team Information	
External Monitoring Team Information	
Name of Monitoring Team Principal Investigator	Dr. Justin S Gardner
Principal Investigator Email Address	justin.gardner@innov8reanalysis.com
Principal Investigator Phone Number	702-630-3255
Name of Monitoring Technical Specialist	Maurice Page
Technical Specialist Email Address	pagem@pagestrategicsolutions.com
Technical Specialist Phone Number	702-340-4813
Name of Monitoring Team Member 1	
Team Member 1 Email Address	
Team Member 1 Phone Number	
Name of Monitoring Team Member 2	
Team Member 2 Email Address	
Team Member 2 Phone Number	
Date of Assessment(s)	

Spending/Drawdown Rate Grant Award

Topic Area	Grant Number	Definition/Evidence	Awarded Funds	Unspent Funds	Spending Drawdown Rate
Spending Drawdown Rate		What was the unspent funds rate for the monitoring period? (based on MWG approved CCSS monthly eLOCCS tracking report) Scoring: 0% = 10 points, 0.01-4.99% = 7 points, 5-10% = 5 points, >10% = 0 points (10 points possible) *(Refer to SpendingDrawdown Calculations worksheet(s) for scoring documentation.)*	0	0	#DIV/0!
		Optional Notes:			
Spending Drawdown Rate		What was the unspent funds rate for the monitoring period? (based on MWG approved CCSS monthly eLOCCS tracking report) Scoring: 0% = 10 points, 0.01-4.99% = 7 points, 5-10% = 5 points, >10% = 0 points (10 points possible) *(Refer to SpendingDrawdown Calculations worksheet(s) for scoring documentation.)*	0	0	#DIV/0!
		Optional Notes:			

		Spending/Drawdown Rate Monitoring Period			
Topic Area	***Grant Number***	***Definition/Evidence***	***Awarded Funds***	***Unspent Funds***	***Spending Drawdown Rate***
Spending Drawdown Rate		What was the unspent funds rate for the monitoring period? (based on MWG approved CCSS monthly eLOCCS tracking report) Scoring: 0% = 10 points, 0.01-4.99% = 7 points, 5-10% = 5 points, >10% = 0 points (10 points possible) *(Refer to SpendingDrawdown Calculations worksheet(s) for scoring documentation.)*	0	0	#DIV/0!
		Optional Notes:			
			Spending/Drawdown Rate Score:		

Spending/Drawdown Calculations

Grant Number	Budget Line Item						
	Leasing	Rental	Operating	Supportive Services	Admin	Total	Percent Total
Authorized						$0.00	
July						$0.00	#DIV/0!
August						$0.00	#DIV/0!
September						$0.00	#DIV/0!
October						$0.00	#DIV/0!
November						$0.00	#DIV/0!
December						$0.00	#DIV/0!
January						$0.00	#DIV/0!
February						$0.00	#DIV/0!
March						$0.00	#DIV/0!
April						$0.00	#DIV/0!
May						$0.00	#DIV/0!
June						$0.00	#DIV/0!
Dispersed	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	#DIV/0!
Available Balance	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	#DIV/0!
Percentage Calculation	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	

Grant Number	Budget Line Item						
Spending/Drawdown Calculations							
	Leasing	*Rental*	*Operating*	*Supportive Services*	*Admin*	*Total*	*Percent Total*
Authorized Remaining						$0.00	
July						$0.00	#DIV/0!
August						$0.00	#DIV/0!
September						$0.00	#DIV/0!
October						$0.00	#DIV/0!
November						$0.00	#DIV/0!
December						$0.00	#DIV/0!
January						$0.00	#DIV/0!
February						$0.00	#DIV/0!
March						$0.00	#DIV/0!
April						$0.00	#DIV/0!
May						$0.00	#DIV/0!
June						$0.00	#DIV/0!
Dispersed	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	#DIV/0!
Available Balance	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	#DIV/0!
Percentage Calculation	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	

Utilization Rate

Topic Area	CFR	Definition/Evidence	Available Bed Nights	Actual Bed Nights	Utilization Rate
Utilization Rate		Does the program operate at full capacity, with low vacancy rate, and quickly fills vacancies?　　Scoring: ≥90% = 10 points, 70%-89.99% = 7 points,　50%-69.99% = 4 points, <50% = 0 points. (10 points possible)			#DIV/0!
		Optional Notes:			
				Utilization Rate Score:	