

SNHCoC External Monitoring Main Tool - Year 5

Overview: This tool was developed based on 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 agency/organization-wide 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 an overall 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: Similar to the Housing First Standards Assessment Tool, this tool seeks to identify available groupings or partitions of standards to be assessed, monitored, and evaluated during External Monitoring. For the purpose of this tool, standards are defined as specific component areas of the HUD Handbook, where available. Conducting this type of grouping allows for internal tool weighting practices, which assists with prioritization of monitoring and evaluation outcomes.

Project Type: This tool was developed for ALL Project Types to be conducted at the agency/organization system level as a standalone tool from program specific tools. The design of this tool ensures maximization of monitoring efficiency and effectiveness from the agency/organization perspective. This was identified as a fundamental need in External Monitoring tool design because many recipients/subrecipients in the SNHCoC have multiple programs funded annually. The agency/organizational level tool allows the External Monitoring Team to apply this tool outcome to ALL programs monitored during the annual External Monitoring in lieu of repeating for each and every funded program.

SNHCoC External Monitoring Main Tool - Year 5

Safeguarding: This tool is designed and will be deployed to safeguard concerns when assessing ALL 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 (modified from the Housing First Standards Assessment Tool): For each standard, there are three scoring criteria: "Say It", "Document It", and "Do It" (as explained further below). To show that a project is in full compliance with each standard, the assessor (monitor) should mark "Always/Every time, 100%" for each scoring criteria. Use the drop down in the three columns to the right and select "Always/Every time, 100%", "Usually, 80% to less than 100%", "Frequently, 60% to less than 80%", "Sometimes, 40% to less than 60%", "Occasionally, 20% to less than 40%", "Rarely, less than 20%", or "Not at All/Never, 0%" (NOTE: this tool includes a "N/A" option that will be available for all standards). Once an answer is chosen, the Report Summary tab will automatically update to reflect the answers.

~"Say It" means that project and agency staff can describe verbally what they do concerning each standard. The assessor (monitor) should be able to identify that the organizational culture supports the standard by how staff talks about what is done.

~"Document It" means that there is written documentation that supports the project's compliance with each standard. Written documentation could include Policies and Procedures, Personnel Handbooks, Professional Development Plans, Project Rules, etc.

~"Do It" means that the assessor (monitor) was able to find evidence that supports the project's compliance with each standard. Evidence could include information contained in client or other administrative files, client acknowledgement that something is being done, staff can point to documentation that supports implementation of the standard, etc.

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. The notes can include where the information was found, what questions were asked, who answered the questions, what additional information is needed to be able to mark that standard as "Always/Every time, 100%", "Usually, 80% to less than 100%", "Frequently, 60% to less than 80%", "Sometimes, 40% to less than 60%", "Occasionally, 20% to less than 40%", "Rarely, less than 20%", or "Not at All/Never, 0%" (NOTE: this tool also includes a "N/A" option).

SNHCoC External Monitoring Main Tool - Year 5

Tab	Description	Purpose
Provider & EMT Information	Details for the provider, provider contacts, program(s) for monitoring, and EMT contact and role assignment	This section will be captured on the Project Scoring Tool and each tool will capture the Provider and Project Names in addition to the monitoring dates and team member information.
HUD Handbook 29-1	Lists each standard for assessment from the HUD Handbook 29-1 with associated CFR or other regulatory entity as pertinent.	Assesses the relative compliance of the provider across all operations and programs pursuant to HUD Handbook 29-1
HUD Handbook 29-4	Lists each standard for assessment from the HUD Handbook 29-4 with associated CFR or other regulatory entity as pertinent.	Assesses the relative compliance of the provider across all operations and programs pursuant to HUD Handbook 29-4
HUD Handbook 29-11	Lists each standard for assessment from the HUD Handbook 29-11 with associated CFR or other regulatory entity as pertinent.	Assesses the relative compliance of the provider across all operations and programs pursuant to HUD Handbook 29-11
HUD Handbook 29-12	Lists each standard for assessment from the HUD Handbook 29-12 with associated CFR or other regulatory entity as pertinent.	Assesses the relative compliance of the provider across all operations and programs pursuant to HUD Handbook 29-12
Fair Market Rent Exhibit	Lists each standard for assessment from the FMR related and associated regulations and requirements.	Assesses the relative compliance of the provider across all operations and programs pursuant to FMR wherever applicable.
CoC Main Tool Scoring	Provides the outcome scores for the included Standards, Comprehensive Section, and Overall Tool Score.	Designed to calculate and display the total score for each Standard Comprehensive Section, and the Overall Comprehensive Score for final scoring and reporting procedures.

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

HUD Handbook Exhibit 29-1

<i>Topic Area</i>	<i>CFR</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
General Record Keeping	[24 CFR 578.103(a)(3); 24 CFR 576.500(b)]	Does a representative sample of records suggest compliance with the requirement that lack of third-party documentation must not prevent an individual or family from receiving street outreach services or receiving services provided by a victim service provider?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
General Record Keeping	[24 CFR 578.103(a)(3)-(4); 24 CFR 76.500(b); 24 CFR 576.500(c)]	Does the recipient or subrecipient have written intake procedures in place to ensure that documentation of program participants' homeless status is established, verified, and maintained in accordance with the program requirements?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
General Record Keeping	[24 CFR 578.103(a)(3); 24 CFR 576.500(b)]	Do the recipient or subrecipient's written intake procedures establish the order of priority for obtaining evidence of homelessness and/or at-risk of homelessness as: (1) third party documentation; (2) intake worker observations; and (3) self-certification?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

HUD Handbook Exhibit 29-1

Topic Area	CFR	Definition/Evidence	Say It	Document It	Do It
General Record Keeping	[24 CFR 578.103(a)(3); 24 CFR 576.500(b)]	<p>If the recipient or subrecipient is using HMIS or a comparable database to document program participants' homeless status, does the HMIS or comparable database retain an auditable history of all entries, including identification of the person who entered the data, the date of entry, and the change made, and does the HMIS prevent overrides or changes of the dates on which entries are made? <i>(Per Clarity, both HMIS and the DV system meet all requirements in this question. All CoC subrecipients are required to use Clarity HMIS or the DV system; therefore, all CoC subrecipients can answer 'Yes' to this question. In other cases, if the provider is not using Clarity HMIS, how is this requirement being met? What is the process?)</i></p> <p><i>Note: Recipient or subrecipients are not required to use their HMIS as evidence of homeless status but, if they do use their HMIS, the HMIS must meet these requirements. The HUD reviewer can determine whether the HMIS was used by asking the recipient or subrecipient, or by reviewing the case file and identifying whether HMIS printed records were included in the record.</i></p>	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					

HUD Handbook Exhibit 29-1

<i>Topic Area</i>	<i>CFR</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Detailed Recordkeeping Requirements	[24 CFR 578.103(a)(3); 24 CFR 576.500(b)(1)]	<p>For program participants who qualified because their primary night time residence was a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground, or because they were living in a supervised shelter designed to provide temporary living arrangements, does a review of program participant files include one of the following:</p> <ul style="list-style-type: none"> (1) a written referral by another housing or service provider; (2) a printed record from HMIS or a comparable database used by a victim service or legal service provider; (3) a written observation by an outreach worker of the conditions where the individual or family was living; or (4) a written certification by the individual or head of household seeking assistance. 	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					

HUD Handbook Exhibit 29-1

<i>Topic Area</i>	<i>CFR</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Detailed Recordkeeping Requirements	[24 CFR 578.103(a)(3); 24 CFR 576.500(b)(5)]	Does the recipient or subrecipient ensure that program participants' eligibility is adequately documented in terms of their homeless status upon entry into the program? Where the program participant qualified under paragraph (4) of the definition of homeless and was served by a victim service provider, do the records show that either the program or the intake worker certified that the individual or head of household: (1) was fleeing, or attempting to flee, domestic violence, dating violence, sexual assault or staking, or other dangerous or life threatening conditions that relate to violence; (2) lacked the resources or support networks necessary to obtain other permanent housing; and (3) had not identified other subsequent residence?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Detailed Recordkeeping Requirements	[Amends 24 CFR 91.5 and 24 CFR 578.3]	Where chronic homelessness is required for entry into a project (e.g., PSH), does a review of program participant files confirm that there is acceptable evidence of the qualifying individual's chronicity based on an individual's time in a place not meant for human habitation, an emergency shelter or a safe haven? The requirements for documenting an individual's time in a place not meant for human habitation, an emergency shelter or a safe haven chronicity are: (1) Third party documentation, (2) A written record of intake workers due diligence to obtain, and (3) Intake worker's documentation of the living situation, and (4) Individual's self-certification of the living situation (Up to 3 months can be documented through self-certification with additional limited circumstances for up to the full 12 months);	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

HUD Handbook Exhibit 29-1

<i>Topic Area</i>	<i>CFR</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Detailed Recordkeeping Requirements	[Amends 24 CFR 91.5 and 24 CFR 578.3]	Where chronic homelessness is required for entry into a project (e.g., PSH), does a review of program participant files confirm that there is acceptable evidence of the qualifying individual’s chronicity based Breaks in Homelessness? The requirements for documenting Breaks in Homelessness chronicity are: (1) Third party documentation and (2) Individual’s self-certification	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Detailed Recordkeeping Requirements	[Amends 24 CFR 91.5 and 24 CFR 578.3]	Where chronic homelessness is required for entry into a project (e.g., PSH), does a review of program participant files confirm that there is acceptable evidence of the qualifying individual’s chronicity based on Institutional Stays? The requirements for documenting Institutional Stays chronicity are: (1) Discharge paperwork or written/oral referral from a social worker, case manager, or other appropriate official stating beginning and end dates of time residing in the institutional care facility, (2) A written record of intake workers due diligence to obtain, AND (3) Individual’s self-certification that he/she is exiting an institutional care facility (less than 90 days);	Please Select	Please Select	Please Select
		<i>Optional Notes: Depends on program requirements</i>			

HUD Handbook Exhibit 29-1

Topic Area	CFR	Definition/Evidence	Say It	Document It	Do It
Detailed Recordkeeping Requirements	[Amends 24 CFR 91.5 and 24 CFR 578.3]	<p>Where chronic homelessness is required for entry into a project (e.g., PSH), does a review of program participant files confirm that there is acceptable evidence of the qualifying individual’s chronicity based on 12-months cumulative homeless history? The requirements for documenting 12-months cumulative homeless history for chronicity are:</p> <p>(1) Review HMIS to determine if there are 12 months of cumulative homelessness over the last 3 years.</p> <p>(2) If there are not 12 months in HMIS but client reports that they have been homeless for the last 12 months in the last three years.</p> <p>(3) Identify other third-party sources (i.e., outreach worker, other professional source).</p> <p>(4) Identify any documented breaks in HMIS (i.e., stay in transitional housing).</p> <p>(5) If at least 9 months of homelessness (cumulative or continuous) cannot be obtained by third-party documentation, up to the full 12 months can be documented via self-certification only:</p> <p><i>(a) Must thoroughly document attempt(s) to obtain third-party documentation and</i></p> <p><i>(b) Document why third-party documentation was not obtained,</i></p> <p><i>(c) Obtain a written certification from individual or head of household of the living situation of the undocumented time period .</i></p>	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					

HUD Handbook Exhibit 29-1

Topic Area	CFR	Definition/Evidence	Say It	Document It	Do It
Detailed Recordkeeping Requirements	[24 CFR 578.103(a)(3); 24 CFR 576.500(b)(2)]	<p>For program participants who qualified under paragraph (2) of the homeless definition, does a review of program participant files contain the following evidence that program participants would have lost their primary nighttime residence (including housing they own, rent, or share with others) within 14 days of the date of application for homeless assistance:</p> <p>(1) a court order resulting from eviction notifying the individual or family that they must leave within 14 days of the date of their application for homeless assistance, or the equivalent notice under state law, a Notice to Quit, or a Notice to Terminate issued under state law;</p> <p>(2) if the primary nighttime residence was a hotel or motel room not paid for by federal, state, or local government programs for low-income program participants or by charitable organizations, evidence that the individual or family lacked the resources necessary to reside there for more than 14 days from the date of application for homeless assistance, or</p> <p>(3) an oral statement by the individual or head of household seeking assistance that the owner or renter of the housing in which they currently reside will not allow them to stay for more than 14 days from the date of application for homeless assistance? The statement must be documented by the intake worker. Also, the oral statement must have been found credible by one of the following:</p> <p>(a) a written certification by the owner or renter of the housing or the intake worker’s documentation of the owners or renter’s oral statement, or</p> <p>(b) if the owner or renter of the housing cannot be reached, a written description and certification of the intake worker’s due diligence in contacting the owner or renter and a written certification by the head of household seeking the assistance that their statement is true and complete.</p>	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					

HUD Handbook Exhibit 29-1

Topic Area	CFR	Definition/Evidence	Say It	Document It	Do It
Detailed Recordkeeping Requirements	[24 CFR 578.103(a)(3); 24 CFR 576.500(b)(3)(i)]	For program participants who qualified under paragraph (2) of the homeless definition in 24 CFR 578.103, does a review of program participant files contain: (a) certification from the individual or head of household that no subsequent residence has been identified; and (b) certification or other written documentation that the individual or family lacks the resources or support networks to obtain other permanent housing?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Detailed Recordkeeping Requirements	[24 CFR 578.103(a)(3); 24 CFR 576.500(b)(4)(ii)]	For youth and families who qualified under paragraph (3) of the homeless definition, does a review of program participant files confirm that the program participants did not have a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance, as evidenced by the following: (1) written certification by the head out household seeking assistance, or (2) written observation by an outreach worker, or (3) referral by a housing or service provider?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

HUD Handbook Exhibit 29-1

<i>Topic Area</i>	<i>CFR</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Detailed Recordkeeping Requirements	[24 CFR 578.103(a)(3); 24 CFR 576.500 (b)(4)(iii)]	<p>For youth and families who qualified under paragraph (3) of the homeless definition, does a review of the program participant files indicate that each programs participant’s records contain a written self-certification that the program participant moved two or more times during the 60-day period immediately before the program participant applied for homeless assistance AND one or more of the following documentation, as applicable, to support the self-certification:</p> <p>(1) recorded statements or records obtained from each owner or renter of housing; provider of shelter or housing; or social worker, case worker; or other appropriate official of a hospital or institution in which the individual or family resided;</p> <p>(2) a written record of the intake worker’s due diligence in attempting to obtain the above records;</p> <p>(3) where a move was due to the individual or family fleeing domestic violence, dating violence, sexual assault, or stalking, written self-certification that they were fleeing that situation and they resided at that address?</p>	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					

HUD Handbook Exhibit 29-1

<i>Topic Area</i>	<i>CFR</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Detailed Recordkeeping Requirements	[24 CFR 578.103(a)(3); 24 CFR 576.500(b)(4)(iv)]	<p>For youth and families who qualified under paragraph (3) of the homeless definition, does are view of program participant files confirm that the program participants' persistent inability was likely to continue for an extended period of time because of: chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or dating violence or childhood abuse; the presence of a child or youth with a disability; two or more barriers to employment (including lack of high school degree or GED; illiteracy; low English proficiency; a history of incarceration; or detention for criminal activity; and/or a history of unstable employment as evidenced by:</p> <p>(1) for chronic disabilities, chronic physical health or mental health conditions, and substance addiction – a written diagnosis from a professional who is licensed by the state to diagnose or treat those conditions; or</p> <p>(2) for barriers to employment – employment records, literacy or English proficiency tests, department of corrections records; or</p> <p>(3) any other reasonable documentation of any of the conditions in the criteria (e.g., disability letter)?</p>	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					

HUD Handbook Exhibit 29-1

<i>Topic Area</i>	<i>CFR</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Detailed Recordkeeping Requirements	[24 CFR 578.103(a)(3); 24 CFR 576.500(b)(5)]	Where the program participant qualified under paragraph (4) of the definition of homeless and was served by a victim service provider, do the records show that either the program or the intake worker certified in writing that the individual or head of household made an oral statement that the program participant: (1) was fleeing, or attempting to flee, domestic violence, dating violence, sexual assault or stalking, or other dangerous or life threatening conditions that relate to violence; (2) lacked the resources or support networks necessary to obtain other permanent housing; and (3) had not identified other subsequent residence?	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					

HUD Handbook Exhibit 29-1

<i>Topic Area</i>	<i>CFR</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Detailed Recordkeeping Requirements	[24 CFR 578.103(a)(4); 24 CFR 576.500(c)(1)(i)]	Where the program participant qualified as an at-risk of homelessness under paragraph (1) of the definition, do the records reflect that the household's income is below 30% of the area median income, as evidenced by an income evaluation form containing HUD's minimum requirements and at least one of the following: (1) source documents for the assets held by the program participant and source document of the income received over the most recent period for which representative data is available before the date of intake; or (2) written statement by the relevant third party (e.g., employer) or the written certification by the recipient or subrecipient's intake staff of the oral verification by the relevant third-party of the income of the program participant received over the most recent period for which representative data are available; or (3) written certification by the program participant of the amount of income the program participant received for the most recent period representative of the income that the program participant is reasonably expected to receive over the 3-month period following the evaluation?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Detailed Recordkeeping Requirements	[24 CFR 578.103(a)(4); 24 CFR 576.500(c)(1)(ii)]	Where the program participant qualified as at-risk of homelessness under paragraph (1) of the definition, do the records reflect the program participant's written certification that the program participant has insufficient financial resources and support networks immediately available to attain housing stability and meets one or more of the conditions under paragraph(1)(iii) of the "at risk of homelessness" definition?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

HUD Handbook Exhibit 29-1

Topic Area	CFR	Definition/Evidence	Say It	Document It	Do It
Detailed Recordkeeping Requirements	[24 CFR 578.103(a)(4); 24 CFR 576.500(c)(1)(iv)]	<p>Where the program participant qualified as at-risk homelessness under paragraph (1) of the definition, do the records show reasonable efforts to verify that the program participant met one of the seven conditions under paragraph (1)(iii), as evidenced by one of the following:</p> <p>(1) source documents that evidence one or more of the conditions;</p> <p>(2) a written statement by the relevant third party or the written certification by the recipient or subrecipient’s intake staff of the oral verification by the relevant third party that the applicant meets one or more of the conditions; or</p> <p>(3) a written statement by the recipient/subrecipient intake staff that they visited the applicant’s residence and determined that the applicant meets one or more of the conditions or, if a visit is not feasible (relevant to the determination), a written statement by recipient/subrecipient staff describing efforts taken to obtain required evidence?</p> <p><i>Note: the conditions are:</i></p> <p>(1) has moved because of economic reasons two or more times during the 60 days immediately preceding the application for assistance;</p> <p>(2) is living in the home of another because of economic hardship;</p> <p>(3) has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;</p> <p>(4) lives in a hotel or motel and the cost is not paid by charitable organizations, federal, state, or local government programs for low-income individuals;</p> <p>(5) lives in an SRO or efficiency apartment in which there resides more than two persons, or lives in a larger housing unit in which there resides more than 1.5 persons per room, as defined by the U.S. Census Bureau;</p> <p>(6) is exiting a publicly funded institution, or system of care, or</p> <p>(7) otherwise lives in housing that has characteristics associated with the instability and an increased risk of homelessness as identified in the ESG recipient’s Consolidated Plan.</p>	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					

HUD Handbook Exhibit 29-1

<i>Topic Area</i>	<i>CFR</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Detailed Recordkeeping Requirements	[24 CFR 578.103(a)(4); 24 CFR 576.500(c)(2)]	Where the program participant qualified as at-risk of homelessness under paragraph (2), do the records reflect that the program participant met the definition of homeless under one of the following Federal statutes, as evidenced by a certification of the child’s or youth’s homeless status by the agency or organization responsible for administering assistance under the statute: (1) Runaway and Homeless Youth Act; (2) Subtitle N of the Violence Against Women Act of 1994; (3) Section 330 of the Public Health Service Act; (4) The Food and Nutrition Act of 2008; (5) Section 17 of the Child Nutrition Act of 1966; (6) Head Start Act?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Detailed Recordkeeping Requirements	[24 CFR 578.103(a)(4); 24 CFR 576.500(c)(2)]	Where the program participant qualified as at-risk of homelessness under paragraph (3), do the records reflect that child or youth in the household qualified as homeless under subtitle B of title VII of the McKinney-Vento Homeless Assistance Act, as evidenced by certification of the child or youth’s homeless status by an agency or organization that administers assistance under the Education for Homeless Children and Youth Program? <i>Note: Under this paragraph of At-Risk of Homelessness, the certification need only specify the child meets the definition under subtitle B of title VII of the McKinney-Vento Homeless Assistance Act.</i>	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

HUD Handbook Exhibit 29-1

<i>Topic Area</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Comprehensive HUD 29-1	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0
	General Record Keeping	Not at All/Never, 0%	0	0
Rarely, less than 20%		0	0	0
Occasionally, 20% to less than 40%		0	0	0
Sometimes, 40% to less than 60%		0	0	0
Frequently, 60% to less than 80%		0	0	0
Usually, 80% to less than 100%		0	0	0
Always/Every time, 100%		0	0	0
N/A		0	0	0
Total Count		0	0	0
Total Available Points		0	0	0
Total Score		0	0	0
Detailed Recordkeeping Requirements		Not at All/Never, 0%	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0

HUD Handbook Exhibit 29-4

<i>Topic Area</i>	<i>CFR</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Overall Grant Management & Oversight	[24 CFR 578.103(a)]	Has the recipient or subrecipient established and maintained standard operating procedures that ensure CoC funds are used in accordance with the provisions of the McKinney-Vento and HEARTH Acts?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Overall Grant Management & Oversight	[24 CFR 578.23(c)(4)(i); 24 CFR 578.103(a)(17)]	Has the recipient or subrecipient complied with maintaining the confidentiality of records pertaining to any individual or family that was provided family violence prevention or treatment services through the project? (Provider must have written procedures regarding confidentiality of clients who are victims of domestic violence.)	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Overall Grant Management & Oversight	[24 CFR 578.23(c)(4)(ii); 24 CFR 578.103(a)(17)]	Has the recipient or subrecipient complied with not making the address or location of any family violence project assisted public, except with the express written authorization of the person responsible for the operation of such project? (Provider must have written procedures regarding confidentiality of clients who are victims of domestic violence.)	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

HUD Handbook Exhibit 29-4

<i>Topic Area</i>	<i>CFR</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Overall Grant Management & Oversight	[24 CFR 578.23(c)(7); 24 CFR 578.103(a)(17)]	Has the recipient or subrecipient complied with establishing policies and procedures that are consistent with, and do not restrict, the exercise of rights provided by Subtitle B of Title VII of the Act and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Overall Grant Management & Oversight	[24 CFR 84.42; 24 CFR 85.36]	If the recipient or subrecipient procures program services from another entity, do they have a written standard of conduct governing the performance of their employees engaged in the award and administration of contracts? (Contract-associated policies & procedures)	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Overall Grant Management & Oversight	[24 CFR 578.75(a)(1); 24 CFR 578.103(a)(8)]	Do records confirm that housing and facilities constructed or rehabilitated with CoC program funds meet state or local building codes, and in the absence of state or local building codes, the International Residential Code or International Building Code (as applicable to the type of structure) of the International Code Council? (Refer to permits, inspections)	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

HUD Handbook Exhibit 29-4

<i>Topic Area</i>	<i>CFR</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Overall Grant Management & Oversight	[24 CFR 578.23(c)(9); 24 CFR 578.103(a)(17)]	Does the recipient or subrecipient use the centralized or coordinated assessment system established by the CoC as set forth in 24 CFR 578.7 (a)(8)? Note: Victim service providers may choose not to use the CoC's centralized or coordinated assessment system, provided that victim service providers use a comparable centralized or coordinated assessment system that meets HUD's minimum requirements.	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Overall Grant Management & Oversight		Does the recipient or subrecipient follow the written standards for providing CoC program assistance developed by the CoC, including the minimum requirements set forth in 24 CFR 578.7 (a)(9)? (Recipient or subrecipient consistently follows the standards of providing CoC)	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Overall Grant Management & Oversight		If monitored by the recipient, did the recipient or subrecipient respond to actively resolve monitoring deficiencies? (Question to be answered by program reviewer and referenced in post-monitoring report letter/summary.)	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

HUD Handbook Exhibit 29-4

<i>Topic Area</i>	<i>CFR</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Overall Grant Management & Oversight	[24 CFR 578.23(c)(4)(iv); 24 CFR 578.103(a)(17)]	For projects that provide housing or services to families, has the recipient or subrecipient designated a staff person to be responsible for ensuring that children who were served in the program were enrolled in school and connected to appropriate services in the community, including early childhood programs such as Head Start, part C of the Individuals with Disabilities Act, and program authorized under Subtitle B of Title VII of the Act?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Overall Grant Management & Oversight	[24 CFR 578.23(c)(7); 24 CFR 578.103(a)(17)]	Does the recipient or subrecipient take the educational needs of children into consideration when families are placed in housing and, to the maximum extent practicable, place families with children as close as possible to their school of origin so as not to disrupt such children’s education?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Program Operations	[24 CFR 578.75(b)(1); 24 CFR 578.103(a)(8)]	Does the recipient or subrecipient physically inspect each unit to assure that the unit meets HQS (Housing Quality Standards) before any CoC program leasing assistance or rental assistance is provided to assist program participants?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Program Operations	[24 CFR 578.75(b)(2); 24 CFR 578.103(a)(8)]	Does the recipient or subrecipient inspect all units at least annually during the grant period to ensure that the units continue to meet HQS?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

HUD Handbook Exhibit 29-4

Topic Area	CFR	Definition/Evidence	Say It	Document It	Do It
Program Operations	[24 CFR 578.75(c); 24 CFR 578.103(a)(8)]	Do the recipient or subrecipient’s records confirm that each CoC program-assisted dwelling unit has at least one bedroom or living/sleeping room for each two persons?	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					
Program Operations	[24 CFR 578.75(c)(1); 24 CFR 578.103(a)(8)]	Do the recipient or subrecipient’s records confirm that children of the opposite sex, other than very young children, are not required to occupy the same bedroom or living/sleeping room?	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					
Program Operations	[24 CFR 578.75(c)(2); 24 CFR 578.103(a)(8)]	If household composition changes during the term of assistance, do the recipient or subrecipient’s records confirm that they relocated the household to a more appropriately sized unit and continued access to appropriate supportive services?	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					
Program Operations	[24 CFR 578.75(d); 24 CFR 578.103(a)(17)]	If the recipient or subrecipient provides supportive housing for homeless persons with disabilities, do their records confirm that meals or meal preparation facilities are provided for program participants? (Reference HQS Assessment)	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					
Program Operations	[24 CFR 578.75(e); 24 CFR 578.103(a)(17)]	Does the recipient or subrecipient conduct an ongoing assessment of the supportive services needed by program participants, the availability of such services, and the coordination of services needed to ensure long-term housing stability and adjustments, as appropriate?	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					

HUD Handbook Exhibit 29-4

<i>Topic Area</i>	<i>CFR</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Program Operations	[24 CFR 578.75(f); 24 CFR 578.103(a)(17)]	Does the recipient or subrecipient provide residential supervision as necessary to facilitate the adequate provision of supportive services to the residents of the housing through the term of the commitment to operate supportive housing? (Determining case management intensity in the field.)	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Program Operations	[24 CFR 578.21(c)(3); 24 CFR 578.75(g); 24 CFR 578.103(a)(12)]	Does the recipient, to the maximum extent practicable, involve homeless individuals and families through employment; volunteer services; or otherwise in constructing, rehabilitating, maintaining, and operating the project, and in providing supportive services for the project?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Program Operations	[24 CFR 578.75(h); 24 CFR 578.103(a)(17)]	If the recipient or subrecipient requires program participants to take part in supportive services, do the records confirm that any required supportive services are not disability-related services provided through the project as a condition of continued participation in the program?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Recordkeeping	[24 CFR 578.103(a)(16)(iii)]	Does the subrecipient retain copies of all procurement contracts and confirmation of compliance with the procurement requirements in 24 CFR 85.36 and 24 CFR 84? (Recipient or subrecipient complies with codes of conduct and conflict of interest requirements.)	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

HUD Handbook Exhibit 29-4

Topic Area	CFR	Definition/Evidence	Say It	Document It	Do It
Recordkeeping	[24 CFR 578.103(a)(16)(ii)]	Does the recipient or subrecipient retain copies of all monitoring records, including any monitoring findings and corrective actions required?	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					
Recordkeeping	[24 CFR 578.103(b)(1)]	Has the recipient or subrecipient developed and implemented written procedures to ensure that all records containing protected identifying information of any individual or family who applied or receives CoC program assistance will be kept secure and confidential?	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					
Recordkeeping	[24 CFR 578.103(b)(2)]	Has the recipient or subrecipient developed and implemented written procedures to ensure that the address or location of any family violence project assisted with CoC program funds would not be made public, except with the express written authorization of the person responsible for the operation of the project?	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					
Recordkeeping	[24 CFR 578.103(b)(3)]	Has the recipient or subrecipient developed and implemented written procedures to ensure that the address or location of any housing of a program participant would not be made public, except as provided under preexisting privacy policy of the recipient and consistent with State and local laws regarding privacy and obligations of confidentiality?	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					

HUD Handbook Exhibit 29-4

<i>Topic Area</i>	<i>CFR</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Recordkeeping	[24 CFR 578.103(a)(16)(i)]	Does the recipient or subrecipient retain copies of all solicitations and agreements with recipients, records of all payment requests by and dates of payments received from recipient, as well as confirmation of all monitoring and sanctions issued by the recipient, as applicable?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Recordkeeping	[24 CFR 578.103(c)(1)]	Does the recipient or subrecipient retain confirmation of each program participant’s qualification as a family or individual at risk of homelessness or as a homeless family or individual, and other program participant records which must be retained for 5 years after the expenditure of all funds from the grant under which the program was served?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
HQS		When all life-threatening HQS deficiencies are found as a recipient or subrecipient are you ensuring each deficiency is corrected within twenty-four (24) hours of inspection and all other cited HQS deficiencies are corrected no more than 30 calendar days from the inspection unless an approved extension of time for correction was agreed to and does your records reflect such information?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Supportive Services	[24 CFR 578.37(a)(1)(i); 24 CFR 578.53(a); 24 CFR 578.103]	Are available supportive services provided by the recipient or subrecipient designed to address the needs of program participants?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

HUD Handbook Exhibit 29-4

Topic Area	CFR	Definition/Evidence	Say It	Document It	Do It
Supportive Services	[24 CFR 578.53(a)(2); 24 CFR 578.53(e)(1); 24 CFR 578.103]	Do recipient or subrecipients conduct an annual assessment of the service needs of the program participants and adjust services accordingly?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
HMIS	[24 CFR 578.57(b); 24 CFR 578.103(a)(17)]	Do records confirm grant funds expended for HMIS costs complied with HMIS requirements published by HUD?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
HMIS	[24 CFR 578.103(a)(17)]	Has the recipient or subrecipient submitted client data in HMIS for all program participants assisted?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
HMIS	[24 CFR 578.37(a)(1)(i); 24 CFR 578.53(a); 24 CFR 578.103]	Are available supportive services provided by recipient/subrecipient designed to address needs of program participants?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
HMIS	[24 CFR 578.53(a)(2); 24 CFR 578.53(e)(1); 24 CFR 578.103]	Do recipient/subrecipients conduct an annual assessment of program participant service needs & adjust services accordingly?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Financial and Internal Controls	[24 CFR 84.21(b)(2); 24 CFR 85.20]	Does the recipient or subrecipient maintain a policy manual covering the authority for approving financial transactions to include guidelines for controlling expenditures, such as purchasing requirements and travel authorizations?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

HUD Handbook Exhibit 29-4

<i>Topic Area</i>	<i>CFR</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Financial and Internal Controls	[24 CFR 578.103; 24 CFR 84.21(b)(3)]	Do fiscal records indicate evidence that the recipient or subrecipient has effective internal control over, and accountability of, all grant funds, property, and other assets and that fiscal records and valuables are secured in a limited-access area? (How grant funds are managed, look for systems of checks & balances, inventory controls, etc. to ensure a process exists to foster effective internal control.)	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Financial and Internal Controls	[24 CFR 578.37; 24 CFR 578.103; 24 CFR 84.21(b)]	Does sample transaction records review indicate grant expenditures were eligible costs under regulations, were necessary and reasonable for proper and efficient program administration, were allocated to the program, & supported by adequate documentation (invoices, contracts, purchase orders)? (Invoice reviews)	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Financial and Internal Controls		Did a review of the recipient or subrecipient's financial records demonstrate that cash payments were not being provided directly to the program beneficiaries? (Note: Cash payments may not be made directly to program beneficiaries.)	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Financial and Internal Controls	[24 CFR 578.99(g); 24 CFR 84.26]	If invoice reviews are required for the recipient or subrecipient, is there documentation that the invoice has been reviewed for compliance and that the recipient or subrecipient has taken appropriate follow-up actions, if necessary?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

HUD Handbook Exhibit 29-4

Topic Area	CFR	Definition/Evidence	Say It	Document It	Do It
Financial and Internal Controls	[24 CFR 578.63(b); 24 CFR 578.103(a)(17)]	If any indirect costs are charged to the grant, do records confirm that the allocations to each eligible activity are consistent with an indirect cost proposal developed in accordance with applicable requirements?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Match	[42 U.S.C. 11386, Section 430; 24 CFR 578.73(a); 24 CFR 578.103(a)(10)]	Do records document the recipient/subrecipient matched at least 25% of all funds (except leasing)?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Program Income	[24 CFR 578.87(b)(1)(i); 24 CFR 578.87(b)(1)(ii); 24 CFR 578.103(a)(13)]	In providing services and outreach activities related to such services supported in whole or part with CoC program funds, did the recipient or subrecipient discriminate against program participants or prospective program participants on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Program Income	[24 CFR 578.97(b); 24 CFR 578.103(a)(17)]	If the recipient or subrecipient engages in grant-supported activities that generate program income, do records confirm that program income earned during the grant term was retained by the recipient and committed to the project?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Program Income	[24 CFR 578.97(b); 24 CFR 578.103(a)(17)]	If the recipient or subrecipient engages in grant-supported activities that generate program income, do records confirm that program income was expended on eligible costs?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

HUD Handbook Exhibit 29-4

<i>Topic Area</i>	<i>CFR</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Program Income	[24 CFR 578.97(b); 24 CFR 578.103(a)(17)]	If the recipient or subrecipient engages in grant-supported activities that generate program income, do records confirm that costs incident to the generation of program income were deducted from gross income to calculate the program income, provided the costs have not been charged to grant funds?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Limitation of Use of Funds	[24 CFR 578.87(b)(3); 24 CFR 578.103(a)(13)]	Did a review show that CoC program funds were not used to support or engage in explicitly religious activities?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Limitation of Use of Funds	[24 CFR 578.87(b)(4); 24 CFR 578.103(a)(13)]	If a program participant or prospective program participant objected to the religious character of the recipient or subrecipient that provided services, did the recipient or subrecipient undertake reasonable efforts to identify and refer the program participant to an alternative provide to which the program participant has no objection?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Termination of Assistance	[24 CFR 578.93(b)(1); 24 CFR 578.103(a)(7)(ii)]	Do records confirm that the recipient or subrecipient has a formal termination of assistance process that includes a written copy of the program rules and the termination process provided to the participant before the participant began to receive assistance and it provides a clear statement of the reasons for termination?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

HUD Handbook Exhibit 29-4

Termination of Assistance	[24 CFR 578.91(b)(3); 24 CFR 578.103(a)(7)(ii)]	Do records confirm that the recipient/subrecipient has a formal termination of assistance process that includes a decision review, in which the participant had the opportunity to present written/oral objections to a person other than the staff (or subordinate) who made/approved the termination decision?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Conflict of Interest	[24 CFR 578.95(c); 24 CFR 578.103(a)(11)]	If records document that the recipient or subrecipient did not render impartial assistance in the provision of any type or amount of assistance because of activities or relationships with other persons or organizations, do records document that the conflict of interest was resolved to HUD’s satisfaction?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Conflict of Interest	[24 CFR 578.95(d)(3); 24 CFR 578.103(a)(11)]	If records document that the recipient or subrecipient has not complied with the individual conflict of interest requirements at 24 CFR 578.95(d) or did not obtain an exception from HUD, do records document that the conflict of interest was resolved to HUD’s satisfaction?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Displacement, Relocation, and Acquisition	[24 CFR 578.83; 24 CFR 578.103(a)(17)]	If a CoC program household was displaced during the grant term, do records confirm that the recipient or subrecipient complied with the requirements of 24 CFR 578.83? (Includes minimizing displacement, temporary relocation with reimbursement for all reasonable costs, and appropriate advisory services, etc. See full section for detailed information.)	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

HUD Handbook Exhibit 29-4

Environmental Review	[24 CFR 578.103(a)(17); Sec V.E.1 of CoC FY 2014 NOFA]	Do records confirm an environmental review was completed prior to committing or expending CoC program funds or local funds on any eligible program activities or acquiring, rehabilitating, converting, leasing, repairing, disposing of, demolishing, or constructing property?	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					

HUD Handbook Exhibit 29-4

<i>Topic Area</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Comprehensive HUD 29-4	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0
Overall Grant Management & Oversight	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0
Program Operations	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0

HUD Handbook Exhibit 29-4

<i>Topic Area</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Recordkeeping	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0
HQS	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0
Supportive Services	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0

HUD Handbook Exhibit 29-4

<i>Topic Area</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
HMIS	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0
Financial and Internal Controls	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0
Match	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0

HUD Handbook Exhibit 29-4

<i>Topic Area</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Program Income	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0
Limitation of Use of Funds	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0
Termination of Assistance	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0

HUD Handbook Exhibit 29-4

<i>Topic Area</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Conflict of Interest	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0
Displacement, Relocation, and Acquisition	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0
Environmental Review	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0

HUD Handbook Exhibit 29-11

Topic Area	CFR	Definition/Evidence	Say It	Document It	Do It
HUD 29-11	[24 CFR 578.73(a) and (b); 24 CFR 578.103(a)(10); 24 CFR Part 84.23; 24 CFR Part 85.24; 24 CFR 578.97(b)]	Were match contributions allowable activities (e.g., non-CoC program contribution to an eligible project(s) made in an eligible form – cash or in-kind)? (Note: Program income is not an eligible match in the CoC program.)	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
HUD 29-11	[Sec. 430 of the McKinney-Vento Act; 24 CFR 578.73(a); 24 CFR 578.73(c)(1)]	Were match contributions from the recipient or subrecipient eligible for CoC program costs(e.g., cash or in-kind contributions for costs of activities that were eligible under Subpart D of the CoC program interim rule)?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
HUD 29-11	[24 CFR Part 84.23; 24 CFR Part 85.24; 24 CFR 578.73(b); 24 CFR 578.73(c); 24 CFR 578.103(a)(10)]	Do records confirm that the value of each matching contribution was calculated properly?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
HUD 29-11	[24 CFR 578.73(c)]	Do records confirm that the value of any real property, equipment, goods, or services contributed to the project as match, would have been eligible?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
HUD 29-11	[42 U.S.C. 11386, Section 430; 24 CFR 578.73(a); 24 CFR 578.103(a)(10)]	If recipient or subrecipient is contributing match to the project, do records confirm that the match contribution was equal to the match documented in the memorandum of understanding (MOU)?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
HUD 29-11	[24 CFR Part 84.23; 24 CFR Part 85.24; 24 CFR 578.73(b); 24 CFR 578.73(c)(3); 24 CFR 578.103(a)(10)]	Has the recipient or subrecipient documented for the eligibility and value of the cash and in-kind match contributions for the operating year(s) reviewed (e.g., all eligible confirmation letters for cash contributions, real property, goods, equipment, volunteer services, and memorandums of understanding (MOUs) for third-party services that were executed prior to the grant agreement execution)?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

HUD Handbook Exhibit 29-11

<i>Topic Area</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Comprehensive HUD 29-11	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0

HUD Handbook Exhibit 29-12

Topic Area	CFR	Definition/Evidence	Say It	Document It	Do It
HUD 29-12	[24 CFR 578.103(a)]	Does the recipient or subrecipient have written policies and procedures ensuring that CoC program funds are used in accordance with requirements and sufficient records to enable HUD and the recipients to determine whether CoC requirements are being met?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
HUD 29-12	[24 CFR 84.21(b)(6); 24 CFR 85.22]	Did the recipient or subrecipient demonstrate that program expenses are allowable, allocable, and reasonable?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
HUD 29-12	[24 CFR 578.103; 24 CFR 84.21(b)(3); 24 CFR 85.20]	Do the fiscal records document that the recipient or subrecipient has effective internal control over, and accountability of, all grant funds, property, and other assets?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
HUD 29-12	[24 CFR 85.20]	Internal Controls: Does the recipient or subrecipient's chart of accounts include a complete listing of the account numbers used to support the controls required to ensure that resources used do not exceed resources authorized?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
HUD 29-12	[24 CFR 85.20]	Internal Controls: Do the controls over the design and use of documents and records provide reasonable assurance that transactions and events are properly documented, recorded, and auditable?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
HUD 29-12	[24 CFR 85.20]	Internal Controls: Does the recipient or subrecipient have an organization chart that illustrates the actual lines of authority/responsibility?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

HUD Handbook Exhibit 29-12

Topic Area	CFR	Definition/Evidence	Say It	Document It	Do It
HUD 29-12	[24 CFR 85.20]	Internal Controls: Are primary duties for key employees of the recipient or subrecipient defined?	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					
HUD 29-12	[24 CFR 85.20]	Internal Controls: In the normal course of the position's requirements, are duties segregated to effectively reduce the opportunity for some to perpetrate or conceal errors or irregularities?	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					
HUD 29-12	[24 CFR 85.20]	Internal Controls: Is it clear that all personnel are responsible for communicating to appropriate supervisory officials the recipient or subrecipient's operating problems and noncompliance with laws and regulations?	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					
HUD 29-12	[24 CFR 85.20]	Internal Controls: Do the approval controls provide reasonable assurance that appropriate individuals approve recorded transactions in accordance with management's general or specific criteria?	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					
HUD 29-12	[24 CFR 85.20]	Internal Controls: Do the internal control procedures support the ability to prepare financial statements that are accurately presented in conformity with generally accepted or other relevant and appropriate accounting principles and regulatory requirements? (Note: One level of assurance of the accuracy and integrity of data is provided by the recipient attaining an unqualified opinion on the audited annual financial statements and internal controls.)	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					

HUD Handbook Exhibit 29-12

Topic Area	CFR	Definition/Evidence	Say It	Document It	Do It
HUD 29-12	[24 CFR 578.99(e); OMB Circular A-87 (for governments) or OMB Circular A-122 (for nonprofit organizations)]	Does a review of program expenditures indicate the absence of any unallowable costs including entertainment, contributions and donations, fines and penalties, or general governmental expenditures, including salary and expenses of the chief executive officer of the recipient or subrecipient?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
HUD 29-12	[24 CFR 578.99(e); OMB Circular A-87 (for governments) or OMB Circular A-122 (for nonprofit organizations)]	Does a review of the expenditures indicate that costs related to lobbying political activities have not been charged to the program?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
HUD 29-12	[24 CFR 84.21(b)(2); 24 CFR 85.20]	Does the recipient or subrecipient maintain records that identify adequately the source and application of funds for Federally sponsored activities? (Note: These records shall contain information pertaining to Federal Awards, authorizations, obligations, unobligated balances, assets, outlays, income, and interest.)	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
HUD 29-12	[24 CFR 578.37; 24 CFR 578.103; 24 CFR 84.21(b)(2); 24 CFR 85.20(a)(2)]	Does the recipient or subrecipient identify expenditures in its accounting records according to eligible program activities identified in the grant agreement, which incorporates the application for funds?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

HUD Handbook Exhibit 29-12

Topic Area	CFR	Definition/Evidence	Say It	Document It	Do It
HUD 29-12	[24 CFR 578.103; 24 CFR 84.21(b); 24 CFR 85.20(b)]	Does the source documentation support the amount drawn down from the payment requests?	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					
HUD 29-12	[24 CFR 84.21(b); 24 CFR 85.20(b)]	Does the recipient or subrecipient’s financial records (e.g., drawdowns, unexpended balances) match the information in HUD’s financial management systems (e.g., Line of Credit Control System (LOCCS), Integrated Disbursement and Information System (IDIS)), for the period under review?	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					
HUD 29-12	[OMB Circular A-122, Attachment B, 8(m); OMB Circular A-87, Attachment B, 8(h)]	Are payments for salaries and wages supported by documented payrolls and personnel activity reports as specified in the applicable cost principles?	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					
HUD 29-12	[24 CFR 578.59; OMB Circular A-122, Attachment B, 8(m); OMB Circular A-87, Attachment B, 8(h)]	Are charges to the grant by both governmental units and organizations for salaries and wages, whether treated as direct or indirect costs, based on payrolls documented in accordance with generally accepted accounting principles and approved by a responsible official(s) of the organization being monitored?	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					

HUD Handbook Exhibit 29-12

Topic Area	CFR	Definition/Evidence	Say It	Document It	Do It
HUD 29-12	[OMB Circular A-87, Attachment B, 8(h)(3)]	For government employees working solely on the grant, are charges for their salaries and wages supported by periodic certification that the employees worked solely on that program for the period covered by the certification?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
HUD 29-12	[OMB Circular A-87, Attachment B, 8(h)(3)]	For government employees only, were the certifications prepared at least semi-annually and signed by the employee or a supervisory official having first-hand knowledge of the work performed by the employee?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
HUD 29-12	[24 CFR 578.59; 24 CFR 84.21; 24 CFR 85.20]	Does a random selection of administrative costs reflect that grant funds were used for eligible administrative costs?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
HUD 29-12	[OMB Circular A-122; OMB Circular A-87]	Are all of the administrative costs reviewed allocable to the program, and necessary and reasonable for proper and efficient administration of the program?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
HUD 29-12	[24 CFR 578.89; 24 CFR 578.41]	Is the recipient or subrecipient in compliance with the component or activity caps imposed by program regulations, and are all costs subject to the expenditure caps properly classified?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

HUD Handbook Exhibit 29-12

Topic Area	CFR	Definition/Evidence	Say It	Document It	Do It
HUD 29-12	[OMB Circular A-87 (for governments) or OMB Circular A-122 (for nonprofit organizations)]	If indirect costs are charged to the grant program by the recipient or subrecipient, are the costs supported by an Indirect Cost Rate Proposal, or Cost Allocation Plan prepared in accordance with OMB Circular A-87, Attachment A, Section F (for units of state and local government) or OMB Circular A-122, Attachment A, Section C (for nonprofit organizations) or OMB Circular A-21, J.8 (for institutions of higher education?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
HUD 29-12	[24 CFR 578.99(g); 24 CFR 84.26(a); 24 CFR 85.26(b)]	If single audits are required, does the recipient or subrecipient have a system or methodology to ensure such audits are conducted? (Note: See non-federal audit requirements at 24 CFR 84.26(a) and 24 CFR 85.26(b).	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
HUD 29-12	[24 CFR 84.25; 24 CFR 85.26]	If single audits are required for any recipient or subrecipient, is there documentation that the audits have been reviewed for compliance and that recipient or subrecipient has taken appropriate follow-up actions if necessary?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
HUD 29-12	[24 CFR 578.97]	Does the recipient or subrecipient maintain records of the receipt and use of program income?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
HUD 29-12	[24 CFR 578.97; 24 CFR 84.24(b); CFR 85.25(g)]	Does the recipient or subrecipient use program income as a nonfederal share of eligible cost? (Note: Recipient or subrecipients must apply program income toward eligible costs.)	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

HUD Handbook Exhibit 29-12

<i>Topic Area</i>	<i>CFR</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
HUD 29-12	[24 CFR 578.23(c)(4)(v); 24 CFR 578.103(a)(17)]	Has the recipient or subrecipient confirmed that they, their officers, and their employees are not debarred or suspended from doing business with the Federal Government? (Recommendation: www.Sam.gov tracks suspension or debarment. Also refer to http://www.gsa.gov/portal/content/192903 for additional information.)	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					

HUD Handbook Exhibit 29-12

<i>Topic Area</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Comprehensive HUD 29-12	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0

Fair Market Rate Exhibit

<i>Topic Area</i>	<i>CFR</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Recordkeeping	24 CFR 5.609 and 24 CFR 5.611(a); 24 CFR 576.403; 24 CFR 576.500; 24 CFR 576.106(d)	If your project provides PSH or RRH; as a recipient or subrecipient does your records contain a methodology for documenting comparable rents, and standards for certifying comparable rents as reasonable?	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					
Recordkeeping	24 CFR 576.403; 24 CFR 576.500	In your evaluation of your program participant will records show monthly and current budget, case notes that demonstrate program participants financial status which can include but not limited to most recent wage statement, unemployment compensation statement, public benefits statements, bank statement, as confirmation of annual income or other documents to illustrate lack of resources?	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					
Recordkeeping	[24 CFR 578.103(a)(6)(i)]	Where an occupancy charge or rent is charged to a household, do records reflect that the recipient or subrecipient retains an income evaluation form completed by the recipient or subrecipient, as confirmation of annual income?	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					
Recordkeeping	[24 CFR 578.103(a)(6)(iii)]	Where an occupancy charge or rent is charged to a household and source confirmations are unavailable, do records contain a written statement by the relevant third party or the written certification by the recipient's intake staff of the oral verification by the relevant third party of the income the program participant received over the most recent period?	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					

Fair Market Rate Exhibit

Topic Area	CFR	Definition/Evidence	Say It	Document It	Do It
Recordkeeping	24 CFR 5.233 Mandated Use of HUD's Enterprise Income Verification (EIV) System; 24 CFR 5.659; 24 CFR 8.24, 8.32, 100.204	How is the recipient or subrecipient calculating or anticipating income of participant? Provide evidence of the current format that the recipient or subrecipient use to calculate the projected annual income. Income that may not last for a full 12 months (e.g., unemployment compensation) should be calculated assuming current circumstances will last a full 12 months. If changes occur later in the year, an interim recertification can be conducted to change the family's or individual's rent.	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					
Recordkeeping	[24 CFR 578.103(a)(6)(iv)]	Where an occupancy charge or rent is charged to a household and neither source confirmation nor third party verifications are available, do records contain a written certification by program participant of the amount of income that the program participant was reasonably expected to receive over the 3-month period following the evaluation?	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					
Recordkeeping	[24 CFR Part 84.23; 24 CFR Part 85.24; 24 CFR 578.73(b); 24 CFR 578.73(c)(3); 24 CFR 578.103(a)(10)]	Has the recipient or subrecipient ensure that rents charged by owners to housing choice program participants are reasonable. This determination involves two comparisons. First, the recipient or subrecipient must compare the rent for the unit to rents for similar unassisted units in the marketplace. Second, the recipient or subrecipient must compare the rent to rents for similar units on the premises.	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					

Fair Market Rate Exhibit

<i>Topic Area</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Comprehensive HUD FMR	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0

CoC Main Monitoring Tool Scoring

<i>Project Name:</i>		<i>Grant Year: 1 July 2021 - 30 June 2022</i>		
		<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Comprehensive HUD 29-1	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0
General Record Keeping	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0

CoC Main Monitoring Tool Scoring					
Project Name:		0	Grant Year: 1 July 2021 - 30 June 2022		
			Say It	Document It	Do It
Detailed Recordkeeping Requirements	Not at All/Never, 0%		0	0	0
	Rarely, less than 20%		0	0	0
	Occasionally, 20% to less than 40%		0	0	0
	Sometimes, 40% to less than 60%		0	0	0
	Frequently, 60% to less than 80%		0	0	0
	Usually, 80% to less than 100%		0	0	0
	Always/Every time, 100%		0	0	0
	N/A		0	0	0
	Total Count		0	0	0
	Total Available Points		0	0	0
	Total Score		0	0	0
Comprehensive HUD 29-4	Not at All/Never, 0%		0	0	0
	Rarely, less than 20%		0	0	0
	Occasionally, 20% to less than 40%		0	0	0
	Sometimes, 40% to less than 60%		0	0	0
	Frequently, 60% to less than 80%		0	0	0
	Usually, 80% to less than 100%		0	0	0
	Always/Every time, 100%		0	0	0
	N/A		0	0	0
	Total Count		0	0	0
	Total Available Points		0	0	0
	Total Score		0	0	0

CoC Main Monitoring Tool Scoring				
Project Name:		0	Grant Year: 1 July 2021 - 30 June 2022	
		Say It	Document It	Do It
Overall Grant Management & Oversight	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0
Program Operations	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0

CoC Main Monitoring Tool Scoring				
Project Name: 0		Grant Year: 1 July 2021 - 30 June 2022		
		Say It	Document It	Do It
Recordkeeping	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0
HQS	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0

CoC Main Monitoring Tool Scoring					
Project Name:		0	Grant Year: 1 July 2021 - 30 June 2022		
			Say It	Document It	Do It
Supportive Services	Not at All/Never, 0%		0	0	0
	Rarely, less than 20%		0	0	0
	Occasionally, 20% to less than 40%		0	0	0
	Sometimes, 40% to less than 60%		0	0	0
	Frequently, 60% to less than 80%		0	0	0
	Usually, 80% to less than 100%		0	0	0
	Always/Every time, 100%		0	0	0
	N/A		0	0	0
	Total Count		0	0	0
	Total Available Points		0	0	0
	Total Score		0	0	0
HMIS	Not at All/Never, 0%		0	0	0
	Rarely, less than 20%		0	0	0
	Occasionally, 20% to less than 40%		0	0	0
	Sometimes, 40% to less than 60%		0	0	0
	Frequently, 60% to less than 80%		0	0	0
	Usually, 80% to less than 100%		0	0	0
	Always/Every time, 100%		0	0	0
	N/A		0	0	0
	Total Count		0	0	0
	Total Available Points		0	0	0
	Total Score		0	0	0

CoC Main Monitoring Tool Scoring				
Project Name:		0	Grant Year: 1 July 2021 - 30 June 2022	
		Say It	Document It	Do It
Financial and Internal Controls	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0
Match	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
	Total Score	0	0	0

CoC Main Monitoring Tool Scoring				
Project Name:		0	Grant Year: 1 July 2021 - 30 June 2022	
		Say It	Document It	Do It
Program Income	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
Total Score	0	0	0	
Limitation of Use of Funds	Not at All/Never, 0%	0	0	0
	Rarely, less than 20%	0	0	0
	Occasionally, 20% to less than 40%	0	0	0
	Sometimes, 40% to less than 60%	0	0	0
	Frequently, 60% to less than 80%	0	0	0
	Usually, 80% to less than 100%	0	0	0
	Always/Every time, 100%	0	0	0
	N/A	0	0	0
	Total Count	0	0	0
	Total Available Points	0	0	0
Total Score	0	0	0	

CoC Main Monitoring Tool Scoring					
Project Name:		0	Grant Year: 1 July 2021 - 30 June 2022		
			Say It	Document It	Do It
Termination of Assistance	Not at All/Never, 0%		0	0	0
	Rarely, less than 20%		0	0	0
	Occasionally, 20% to less than 40%		0	0	0
	Sometimes, 40% to less than 60%		0	0	0
	Frequently, 60% to less than 80%		0	0	0
	Usually, 80% to less than 100%		0	0	0
	Always/Every time, 100%		0	0	0
	N/A		0	0	0
	Total Count		0	0	0
	Total Available Points		0	0	0
	Total Score		0	0	0
Conflict of Interest	Not at All/Never, 0%		0	0	0
	Rarely, less than 20%		0	0	0
	Occasionally, 20% to less than 40%		0	0	0
	Sometimes, 40% to less than 60%		0	0	0
	Frequently, 60% to less than 80%		0	0	0
	Usually, 80% to less than 100%		0	0	0
	Always/Every time, 100%		0	0	0
	N/A		0	0	0
	Total Count		0	0	0
	Total Available Points		0	0	0
	Total Score		0	0	0

CoC Main Monitoring Tool Scoring					
Project Name:		0	Grant Year: 1 July 2021 - 30 June 2022		
			Say It	Document It	Do It
Displacement, Relocation, and Acquisition	Not at All/Never, 0%		0	0	0
	Rarely, less than 20%		0	0	0
	Occasionally, 20% to less than 40%		0	0	0
	Sometimes, 40% to less than 60%		0	0	0
	Frequently, 60% to less than 80%		0	0	0
	Usually, 80% to less than 100%		0	0	0
	Always/Every time, 100%		0	0	0
	N/A		0	0	0
	Total Count		0	0	0
	Total Available Points		0	0	0
	Total Score		0	0	0
Environmental Review	Not at All/Never, 0%		0	0	0
	Rarely, less than 20%		0	0	0
	Occasionally, 20% to less than 40%		0	0	0
	Sometimes, 40% to less than 60%		0	0	0
	Frequently, 60% to less than 80%		0	0	0
	Usually, 80% to less than 100%		0	0	0
	Always/Every time, 100%		0	0	0
	N/A		0	0	0
	Total Count		0	0	0
	Total Available Points		0	0	0
	Total Score		0	0	0

CoC Main Monitoring Tool Scoring					
Project Name:		0	Grant Year: 1 July 2021 - 30 June 2022		
			Say It	Document It	Do It
Comprehensive HUD 29-11	Not at All/Never, 0%		0	0	0
	Rarely, less than 20%		0	0	0
	Occasionally, 20% to less than 40%		0	0	0
	Sometimes, 40% to less than 60%		0	0	0
	Frequently, 60% to less than 80%		0	0	0
	Usually, 80% to less than 100%		0	0	0
	Always/Every time, 100%		0	0	0
	N/A		0	0	0
	Total Count		0	0	0
	Total Available Points		0	0	0
	Total Score		0	0	0
Comprehensive HUD 29-12	Not at All/Never, 0%		0	0	0
	Rarely, less than 20%		0	0	0
	Occasionally, 20% to less than 40%		0	0	0
	Sometimes, 40% to less than 60%		0	0	0
	Frequently, 60% to less than 80%		0	0	0
	Usually, 80% to less than 100%		0	0	0
	Always/Every time, 100%		0	0	0
	N/A		0	0	0
	Total Count		0	0	0
	Total Available Points		0	0	0
	Total Score		0	0	0

CoC Main Monitoring Tool Scoring					
Project Name:		0		Grant Year:	1 July 2021 - 30 June 2022
		Say It	Document It	Do It	
Comprehensive CoC Main Monitoring Tool Score	Total Overall Section Points Available	0	0	0	
	Total Overall Comprehensive Section Score	0	0	0	
	Total Overall Points Available	0			
	Total Overall Comprehensive Score	0			