

## SNHCoC External Monitoring SH Program Specific 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 Safe Haven (SH) 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:** 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 Safe Haven 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.

## SNHCoC External Monitoring SH Program Specific Tool - Year 5

**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 (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 SH Program Specific 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	To promote transparency of the monitoring process and implementation and guide the monitoring of specific programs in collaboration with each provider and associated staff.
HUD Handbook 29-4	Lists each standard for assessment from the HUD Handbook 29-4 with associated CFR or other regulatory entity as pertinent to SH programs.	Assesses the relative compliance of the provider across SH operations and program administration pursuant to HUD Handbook 29-4
HUD Handbook 29-6	Lists each standard for assessment from the HUD Handbook 29-6 with associated CFR or other regulatory entity as pertinent to SH programs.	Assesses the relative compliance of the provider across SH operations and program administration pursuant to HUD Handbook 29-6
CoC SH Program Specific Tool Scoring	Provides the program-specific outcome scores for the included Standards, Comprehensive Section, and Overall Tool Score.	Designed to calculate and display the program-specific 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)	
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	<a href="mailto:justin.gardner@innov8reanalysis.com">justin.gardner@innov8reanalysis.com</a>
Principal Investigator Phone Number	702-630-3255
Name of Monitoring Technical Specialist	Maurice Page
Technical Specialist Email Address	<a href="mailto:pagem@pagestrategicsolutions.com">pagem@pagestrategicsolutions.com</a>
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	
<b>Date of Assessment(s)</b>	

**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>
HMIS		Does the recipient or subrecipient use project data to meet reporting requirements and to evaluate the success of the SH program?	Please Select	Please Select	Please Select
<i>Optional Notes:</i>					

<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
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

**HUD Handbook Exhibit 29-6**

<i>Topic Area</i>	<i>CFR</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Homeless Status and Eligibility Determination	[24 CFR 578.103]	Does the recipient or subrecipient ensure that program participants' eligibility is adequately documented in terms of their homeless status upon entry into the program?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Homeless Status and Eligibility Determination	[NOFA for FY 2014 or FY 2013-2014; 24 CFR 578.103(a)(3)]	Does the recipient or subrecipient meet the requirement to assess participants to ensure eligibility criteria (e.g., household was residing in a place not fit for human habitation, in an emergency shelter, or fulfilled the criteria for chronic homelessness) was met? (as established by the NOFA in the year of the original award)	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Component-Specific Requirements	[Definition of Safe Haven at 24 CFR 578.3; 24 CFR 578.103(a)(3)]	Did the recipient or subrecipient meet the requirement to serve hard-to-reach homeless persons with severe mental illness who came from the streets or places not met for human habitation and have been unwilling or unable to participate in supportive services?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Component-Specific Requirements	[24 CFR 578.3]	Do the records document that the recipient or subrecipient met the requirement to provider 24-hour residence for eligible persons for an unspecified period?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Component-Specific Requirements	[24 CFR 578.3]	Do the records document that the housing has an overnight capacity limited to 25 or fewer person?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Component-Specific Requirements	[24 CFR 578.3]	Do the records document that the housing provider provides low-demand services and referrals for residents?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

**HUD Handbook Exhibit 29-6**

<i>Topic Area</i>	<i>CFR</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Eligible Costs Applicable to Contracts including Leasing	[24 CFR 578.49(a); 24 CFR 578.59(a); 24 CFR 578.103(a)(17)]	If grant funds were expended for leasing structures, were they used to provide supportive services to homeless persons or for the staff and overhead costs directly related to leasing structures or individual units to provide housing or supportive services to homeless persons?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Leasing	[24 CFR 578.59(a); 24 CFR 578.103(a)(17)]	Where the recipient or subrecipient leased the structure, or portions thereof, and grant funds were used to pay the costs of leasing, do records document that the recipient provided housing or supportive services to homeless person for no more than 3 years?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Leasing	[24 CFR 578.49(a); 24 CFR 578.103(a)(17)]	If grant funds were expended for leasing structures or individual housing units, and if the structures or units were owned by the recipient or subrecipient, their parent organization(s), any other related organization(s), or organizations that are members of a partnership, did HUD authorize an exception for good cause?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

**HUD Handbook Exhibit 29-6**

<i>Topic Area</i>	<i>CFR</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Eligible Costs Applicable to Contracts including Leasing	[24 CFR 578.49(b)(1); 24 CFR 578.49(b)(2); 24 CFR 578.103(a)(17)]	Where grant funds were expended for leasing structures or units to provide housing or supportive services, was the rent paid reasonable in relation to rents being charged in the area for comparable space and did not exceed rents currently being charged by the same owner for comparable unassisted space? (Note: Where utilities are not included in the lease and, therefore, not covered by leasing dollars, the recipient or subrecipient must consider the cost of utilities when calculating whether the amount paid is reasonable.)	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Leasing	[24 CFR 578.49(b)(2); 24 CFR 578.103(a)(17)]	Where grant funds were expended for leasing individual units to provide housing or supportive services, did the recipient or subrecipient limit payments to HUD-determined fair market rents (FMRs)? (Note: Recipients/subrecipients may not use CoC program funds or tenants rent to pay rents above FMR.)	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Leasing	[24 CFR 578.49(b)(4); 24 CFR 578.103(a)(17)]	Where grant funds were expended for leasing structures or units, did the recipient or subrecipient not exceed 2 months of actual rent for a program participants' security deposit or first/last month's rent?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Leasing	[24 CFR 578.49(b)(5); 24 CFR 578.103(a)(17)]	Where grant funds were expended for leasing individual units, were there lease agreements in place between the recipient or subrecipient and the landlord/landowner that supports the costs charged to the grant for leasing costs as required?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			



**HUD Handbook Exhibit 29-6**

<b>Topic Area</b>	<b>CFR</b>	<b>Definition/Evidence</b>	<b>Say It</b>	<b>Document It</b>	<b>Do It</b>
Eligible Costs Applicable to Contracts including Leasing	[24 CFR 578.49(b)(6); 24 CFR 578.103(a)(17); 24 CFR 578.77(b)]	Did the recipient or subrecipient meet the requirement to calculate occupancy charges or rent collected from program participants as required?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Supportive Services	[24 CFR 578.53(a)(1); 24 CFR 578.103(a)(9)]	Were supportive services paid with grant funds necessary to assist program participants to obtain and maintain housing?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Supportive Services	[24 CFR 578.53(a)(2); 24 CFR 578.103(a)(7)(i)]	Did the recipient or subrecipient conduct an annual assessment of the service needs of all program participants and adjust services as necessary?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Supportive Services	[24 CFR 578.53(e)(2); 24 CFR 578.103(a)(9)]	One -time moving costs? (Note: Truck rental and hiring a moving company are eligible costs.)	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Supportive Services	[24 CFR 578.53(e)(3); 24 CFR 578.103(a)(9)]	Case management?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Supportive Services	[24 CFR 578.53(e)(4); 24 CFR 578.103(a)(9)]	Child care?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Supportive Services	[24 CFR 578.53(e)(5); 24 CFR 578.103(a)(9)]	Education services?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Supportive Services	[24 CFR 578.53(e)(6); 24 CFR 578.103(a)(9)]	Employment assistance and job training?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Supportive Services	[24 CFR 578.53(e)(7); 24 CFR 578.103(a)(9)]	Food?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

**HUD Handbook Exhibit 29-6**

<b>Topic Area</b>	<b>CFR</b>	<b>Definition/Evidence</b>	<b>Say It</b>	<b>Document It</b>	<b>Do It</b>
Eligible Costs Applicable to Contracts including Supportive Services	[24 CFR 578.53(e)(8); 24 CFR 578.103(a)(9)]	Housing search and counseling services?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Supportive Services	[24 CFR 578.53(e)(9); 24 CFR 578.103(a)(9)]	Legal services?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Supportive Services	[24 CFR 578.53(e)(10); 24 CFR 578.103(a)(9)]	Life Skills Training?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Supportive Services	[24 CFR 578.53(e)(11); 24 CFR 578.103(a)(9)]	Mental health services provided by licensed professionals?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Supportive Services	[24 CFR 578.53(e)(12); 24 CFR 578.103(a)(9)]	Outpatient health services provided by licensed medical professionals?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Supportive Services	[24 CFR 578.53(e)(13); 24 CFR 578.103(a)(9)]	Outreach services?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Supportive Services	[24 CFR 578.53(e)(14); 24 CFR 578.103(a)(9)]	Substance abuse treatment? (Note: Inpatient detoxification and other inpatient drug or alcohol treatment are ineligible.)	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Supportive Services	[24 CFR 578.53(e)(15)(i); 24 CFR 578.103(a)(9)]	Transportation: Costs of program participants' travel on public transportation or in a vehicle provided by the recipient or subrecipient to/from medical care, employment, child care, or other eligible supportive services?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Supportive Services	[24 CFR 578.53(e)(15)(ii); 24 CFR 578.103(a)(9)]	Transportation: Costs of mileage allowance for service workers to visit program participants?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

**HUD Handbook Exhibit 29-6**

<b>Topic Area</b>	<b>CFR</b>	<b>Definition/Evidence</b>	<b>Say It</b>	<b>Document It</b>	<b>Do It</b>
Eligible Costs Applicable to Contracts including Supportive Services	[24 CFR 578.53(e)(15)(iii); 24 CFR 578.103(a)(9)]	Transportation: Costs of purchasing or leasing a vehicle in which staff transport program participants and/or staff serving program participants?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Supportive Services	[24 CFR 578.53(e)(15)(iv); 24 CFR 578.103(a)(9)]	Transportation: Costs of gas, insurance, taxes, and maintenance for a vehicle transporting staff serving program participants and/or staff serving program participants?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Supportive Services	[24 CFR 578.53(e)(15)(v); 24 CFR 578.103(a)(9)]	Transportation: Costs of recipient or subrecipient staff to accompany or assist program participants to utilize public transportation?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Supportive Services	[24 CFR 578.53(e)(15)(vi); 24 CFR 578.103(a)(9)]	Participant’s vehicle repairs: A one-time payment for car repairs or maintenance where public transportation did not exist or was insufficient?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Supportive Services	[24 CFR 578.53(e)(15)(vi)(A); 24 CFR 578.59(a); 24 CFR 578.103(a)(9)]	Participant’s vehicle repairs: Costs did not exceed 10 percent of the Blue Book value of the vehicle?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Supportive Services	[24 CFR 578.53(e)(15)(vi)(B); 24 CFR 578.59(a); 24 CFR 578.103(a)(9)]	Participant’s vehicle repairs: Costs were paid by the recipient or subrecipient directly to the third party that repairs or maintains the car?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

**HUD Handbook Exhibit 29-6**

<b>Topic Area</b>	<b>CFR</b>	<b>Definition/Evidence</b>	<b>Say It</b>	<b>Document It</b>	<b>Do It</b>
Eligible Costs Applicable to Contracts including Supportive Services	[24 CFR 578.53(e)(15)(vi)(C); 24 CFR 578.59(a); 24 CFR 578.103(a)(9)]	Participant’s vehicle repairs: If recipient or subrecipient required program participants to share in the cost of car repairs or maintenance as a condition of receiving assistance with car repairs or maintenance, did the records document the program participant’s contribution?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Supportive Services	[24 CFR 578.53(e)(16); 24 CFR 578.103(a)(9)]	Utility deposits: A one-time fee paid directly to the utility companies?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including HMIS	[24 CFR 578.57(a)(3); 24 CFR 578.103(b)]	If the recipient or subrecipient is a victim service provider, or legal services provider, and if they used grant funds to establish and operate a comparable database, do the records confirm that the comparable database complies with HUD’s HMIS requirements?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including HMIS	[24 CFR 578.57(b); 24 CFR 578.103(a)(17)]	Do records document grant funds expended for HMIS costs complied with HMIS requirements published by HUD?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

**HUD Handbook Exhibit 29-6**

<b>Topic Area</b>	<b>CFR</b>	<b>Definition/Evidence</b>	<b>Say It</b>	<b>Document It</b>	<b>Do It</b>
Eligible Costs Applicable to Contracts including Project Administration	[24 CFR 578.59(a); 24 CFR 578.103(a)(17)]	Were project administration funds expended only for the payment of project administration costs related to the planning and execution of CoC activities, including costs for staff and overhead directly related to carrying out overall program management, coordination, monitoring, and evaluation; providing training on CoC program requirements and attending HUD-sponsored CoC trainings; and carrying out environmental reviews?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Operating Costs	[24 CFR 578.55(a); 24 CFR 578.59(a); 24 CFR 578.103(a)(17)]	Were grant funds expended only for the costs of the day-to-day operation of permanent housing in a single unit for structure, including the staff and overhead costs directly related to carrying out the day-to-day operation of permanent housing, including maintenance and repair of housing, property taxes and insurance, scheduled payments to a replacement reserve, building security, utilities (electricity, gas, and water), furniture, and equipment?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Operating Costs	[24 CFR 578.55(a)(4); 24 CFR 578.103(a)(17)]	If grant funds were expended on building security, were payments for a structure where more than 50% of the units or area was paid for with grant funds?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Operating Costs	[24 CFR 578.55(c); 24 CFR 578.103(a)(17)]	Were no grant funds used for the operating costs of an emergency shelter or supportive services-only facilities?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

**HUD Handbook Exhibit 29-6**

<b>Topic Area</b>	<b>CFR</b>	<b>Definition/Evidence</b>	<b>Say It</b>	<b>Document It</b>	<b>Do It</b>
Eligible Costs Applicable to Contracts including Operating Costs	[24 CFR 578.55(c); 24 CFR 578.103(a)(17)]	If operating costs were expended on the maintenance and repair of housing, do records confirm that the costs of maintaining and repairing the housing are not included in the lease (if a lease has been executed)?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Operating Costs	[24 CFR 578.55(c); 24 CFR 578.103(a)(17)]	If operating costs were expended on utilities for housing, do records confirm that the utilities were not included in the lease (if a lease has been executed)?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Relocation Costs	[24 CFR 578.61(a); 24 CFR 578.103(a)(17)]	Were grant funds expended on relocation costs of complying with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970? (Recipient or subrecipient responsibilities for Real Property Acquisition and Residential Displacements.)	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			
Eligible Costs Applicable to Contracts including Relocation Costs	[24 CFR 578.61(b); 24 CFR 578.103(a)(17)]	Were grant funds expended for eligible costs to provide relocation payments and other assistance to persons displaced by a project assisted with grant funds?	Please Select	Please Select	Please Select
		<i>Optional Notes:</i>			

**HUD Handbook Exhibit 29-6**

<i>Topic Area</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Comprehensive HUD 29-6	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
Homeless Status and Eligibility Determination	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 29-6**

<i>Topic Area</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Component-Specific 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
Eligible Costs Applicable to Contracts including Leasing	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 29-6**

<i>Topic Area</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Eligible Costs Applicable to Contracts including 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
Eligible Costs Applicable to Contracts including 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

**HUD Handbook Exhibit 29-6**

<i>Topic Area</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Eligible Costs Applicable to Contracts including Project Administration	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
Eligible Costs Applicable to Contracts including Operating Costs	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 29-6**

<i>Topic Area</i>	<i>Definition/Evidence</i>	<i>Say It</i>	<i>Document It</i>	<i>Do It</i>
Eligible Costs Applicable to Contracts including Relocation Costs	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 SH Program Specific Monitoring Tool Scoring**

<i>Project Name:</i>		<i>Grant Year: 1 July 2021 - 30 June 2022</i>		
<i>Topic Area</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
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 SH Program Specific Monitoring Tool Scoring				
Project Name: 0		Grant Year: 1 July 2021 - 30 June 2022		
Topic Area		Say It	Document It	Do It
Comprehensive HUD 29-6	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
Homeless Status and Eligibility Determination	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 SH Program Specific Monitoring Tool Scoring				
Project Name: 0		Grant Year: 1 July 2021 - 30 June 2022		
Topic Area		Say It	Document It	Do It
Component-Specific 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
Eligible Costs Applicable to Contracts including Leasing	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 SH Program Specific Monitoring Tool Scoring				
Project Name: 0		Grant Year: 1 July 2021 - 30 June 2022		
Topic Area		Say It	Document It	Do It
Eligible Costs Applicable to Contracts including 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
Eligible Costs Applicable to Contracts including 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 SH Program Specific Monitoring Tool Scoring				
Project Name: 0		Grant Year: 1 July 2021 - 30 June 2022		
Topic Area		Say It	Document It	Do It
Eligible Costs Applicable to Contracts including Project Administration	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
Eligible Costs Applicable to Contracts including Operating Costs	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 SH Program Specific Monitoring Tool Scoring					
Project Name:		0		Grant Year:	1 July 2021 - 30 June 2022
Topic Area		Say It	Document It	Do It	
Eligible Costs Applicable to Contracts including Relocation Costs	Not at All/Never, 0%	0	0	0	0
	Rarely, less than 20%	0	0	0	0
	Occasionally, 20% to less than 40%	0	0	0	0
	Sometimes, 40% to less than 60%	0	0	0	0
	Frequently, 60% to less than 80%	0	0	0	0
	Usually, 80% to less than 100%	0	0	0	0
	Always/Every time, 100%	0	0	0	0
	N/A	0	0	0	0
	Total Count	0	0	0	0
	Total Available Points	0	0	0	0
Total Score	0	0	0	0	

CoC SH Program Specific Monitoring Tool Scoring					
Project Name:		0		Grant Year:	1 July 2021 - 30 June 2022
Topic Area		Say It	Document It	Do It	
Comprehensive CoC SH 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			