Agency Name:	
Program Name:	

2025 CoC Program Monitoring
ATTACHMENT E: COMPLIANCE DOCUMENT REQUEST FORM

As part of the 2025 CoC Program Monitoring process, the following documents will be reviewed by the consulting team to assess compliance with program requirements. **The documents are due Thursday, June 12th.** You have multiple options for sending the documents. Please select the one that works best for your agency.

- **Email:** Send the documents to nv500monitoring@gmail.com. If you select this option, please send all documents in one message and include this information in the subject line: agency name, program name, "Compliance Documents."
- **Shared Drive:** Put the documents in a shared drive and make the files accessible to the consulting team. If you select this option, please send the file invitation to nv500monitoring@gmail.com.
- **Mail:** Send the documents in a USB Drive to Stacey Murphy, PO Box 3071, Berkeley CA 94703. If you select this option, please be sure there is a return address with contact information so that we can confirm receipt. Please allow for 3-4 days to confirm receipt after mailing.

☐ **Please be sure to complete this form and include it in the document request**.

Please email nv500monitoring@gmail.com with any questions or requests for clarification.

PROGRAM FORMS: Please attach BLANK versions of the following forms for the program above.
- *Do not include any forms containing client information. Forms must be blank.*
- *PDF or screenshot versions are acceptable for agencies using electronic or online versions of the forms, if they are legible.*
- *If you do not use a form, select "Not Applicable".*
- *If your agency has these documents in a different format (for instance, if your agency combines two of the items into one, or divides the item requested into multiple forms, that is fine. Please just label them and/or provide an explanation in the box on the back of this form.*
- *If your agency operates multiple CoC-funded programs that use the same form(s), you can attach once and select "Sent Already" for other programs or attach for each program. Either approach is acceptable.*

Attached	Not Applicable	Sent Already	
☐	☐	☐	Program Intake or Enrollment Form(s)
☐	☐	☐	Program Agreement
☐	☐	☐	Grievance/Appeals Form
☐	☐	☐	Verification of Homelessness Form
☐	☐	☐	Verification of Chronic Homelessness Form
☐	☐	☐	Income Verification Form
☐	☐	☐	Rent Calculation Form
☐	☐	☐	Service/Case Management Plan
☐	☐	☐	Subsidy/Housing Assistance Payment Agreement

POLICIES/PROCEDURES: Please attach copies of the following policies/procedures.
- *If your program does not have a written policy on the topics below, select "Not Applicable."*
- *If your agency operates multiple CoC-funded programs that use the same policy(s), you can attach once and select "Sent Already" for other programs or attach for each program. Either approach is acceptable.*
- *Please send only the policies requested. Please do not send entire Policy and Procedure Manuals.*

Attached	Not Applicable	Sent Already	
☐	☐	☐	Termination/Exit Policy
☐	☐	☐	Grievance/Appeals Policy
☐	☐	☐	Nondiscrimination Policy
☐	☐	☐	Lease Violation Policy
☐	☐	☐	Housing First Policy
☐	☐	☐	Rapid Rehousing Rent Adjustment Policy

FINANCIAL DOCUMENTATION: Please attach the financial documents listed below.

Attached   **Not Applicable**

☐   ☐   All documentation associated with one eLOCCS draw conducted during the most recent contract year, including a summary of the draw made (including budget line items) and supporting documentation. You can select the draw. *Please format draw documentation as one PDF document.*

☐   ☐   Evidence that the match requirement for this program was satisfied in the most recent completed program year, including 1) a summary of program funds expended and match owed; 2) a summary of match funding provided; and 3) supporting documentation. *Please format match documentation as one PDF document. If your supporting documentation is more than 25 pages, please check in with us before sending.*

☐   ☐   Most recent audited financial statements.

COMMENTS (optional): Please feel free to use the space below to provide any comments or explanations for the attached materials.