

Project: _____



FY2018

Annual Continuum of Care Competition

PROJECT DOCUMENTATION REVIEW TOOL



Continuum of Care Monitoring Tool

Date _____ / _____ / _____ Reviewer _____

Organization _____ Project _____

Binder Two: PROJECT DOCUMENTATION

Tab #	Required Contents	Yes	No	N/A
Project Component - Threshold				
1	Does the program include its most recent APR (<i>ending in 2017</i>)?			
2	Does the program include its HMIS Data Quality Report (ART 260, <i>should have the same date as the APR</i>)?			
3	Does the program provide a narrative explaining the components of the project requesting renewal funding and how those are consistent with the Mayors' Action Plan to End Homelessness?			
4	Does the program provide a copy of its most recent HUD monitoring letter?			
5	Does the program provide a copy of the most recent LOCCS draw and supporting documentation?			
Consumer Focus and Representation				
6	Does the program provide a copy of its commitment to Housing First, signed by the agency's authorized representative?			
7	Does the program provide a copy of the written notice that is posted/distributed to consumers, stating the rights of each consumer, which, at minimum, addresses clearly describes each of the following:			
	confidentiality policy.			
	non-discrimination policy.			

Tab #	Required Contents	Yes	No	N/A
	right to refuse services with consequences, if any, explained			
	prohibition of conflict of interest or code of ethics (as it relates to consumer/staff relationships)			
	redress and grievance procedures			
8	Does the program provide a copy of its Consumer Rights Policy?			
9	Does the program provide a copy of its Termination of Assistance/Discharge Policy and Appeal Process?			
Project Operations				
10	Are there any unspent funds in the project, and if so, how much?			
11	If there are unspent funds, does the program provide a written narrative for not expending 100% of the funds?			
12	Does the program provide the Housing Quality Standards (HQS) form?			
13	Does the program provide the Inspection Form for the project (units)?			
14	Does the program provide a list of topics for staff development trainings attended by the staff? (Acceptable documentation includes sign-in sheets and a description of the course objectives.)			
15	Does the program provide acceptable documentation of attendance at the following CoC-Sponsored training sessions? (Acceptable documentation includes sign-in sheets and a description of the course objectives.)			
	a. HUD Sage Repository Webinar (3/16/2017)			
	b. HUD Coordinated Entry Webinar (3/28/2017)			
	c. Annual Coordinated Entry Refresher (5/12/2017)			
	d. Motivational Interviewing (11/2/2017)			
	e. Trauma Informed Care Training (11/3/2017)			
	f. Domestic Violence Protocol Training (11/17/2017)			
	g. Homeless Documentation Training (2/9/2018)			
	h. Diversity Training (4/13/2018)			
	i. Housing First Training (4/27/2018)			

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16	Does the program provide documentation of how the project has used the results of evaluations or audits within the past two (2) years to improve project operations (may include past evaluation instruments or HMIS data quality reports)?			
	IF YES, Does the agency provide a 1-2 paragraph narrative, giving detailed examples of how results were used?			
17	Does the program provide a copy of the project's Match and Leverage Table?			
Leading Practices				
18	Does the program provide a menu of services that are flexible and appropriate for consumers in various states of change?			
19	Does the program provide an example of proactively identifying and intervening when behavioral or tenancy issues arise with consumers before they reach a level warranting discharge?			
20	Does the agency provide a copy of the agency's MOA with MIFA (if the project serves families) <u>or</u> the Coordinated Entry MOU (if the project serves individuals).			
21	Does the program provide documentation that the discharge policy is <u>explained and easily accessible</u> to consumers?			
22	Does the program provide a copy of its consumer handbook and/or orientation?			

FINDINGS/RECOMMENDATIONS