



2016 NOFA

Notice of Funding Availability

OFFICIAL INFORMATION

STEP-BY-STEP GUIDE FOR SITE REVIEW DOCUMENTATION

Now that your site review has been scheduled, the committee is making every effort to ensure that the site review process is seamless and without incident. To aid us in this process, please have two binders ready with the information compiled in the following order. **If you have more than one program, one agency binder and a separate binder with the required documents for each project is expected.**

BINDER ONE: AGENCY COMPONENT DOCUMENTATION

- **Documentation of the participation of at least one homeless or formerly homeless individual** on the Board of Directors or other equivalent policymaking entity.
- A copy of the agency's **audit & management letter**.
- A copy of the agency's **Form A133**.
- A copy of the agency's Federal Tax Return **form 941**.
- A copy of the agency's **form 990**.
- **Documentation of participation** as an active member of the **Memphis/Shelby County Homeless Consortium**.
- **Documentation of encouraging consumers to participate in the day-to-day operations** of the agency (may include weekly "house" or "floor" meeting documents, elected residential council documents, on-site employment opportunities for consumers (not employment services), off-site group and/or individual feedback, self-led volunteer projects, etc.)
- **Written staff evaluation procedures** and applicable forms with evidence that such evaluations are conducted annually.

- **Documentation of Staff Supervision that occurs at least monthly** for HUD project staff. Must include a copy of the policy as well as documentation of staff supervision.
- **Documentation of Training on the agency's Code of Conduct.** Must include a copy of the agency's code of conduct and documentation of staff training on it.
- Documentation of the agency's **policy on Advocacy and Civic Engagement.**
- **Documentation of Participation in Advocacy/Civic Engagement** activities by a consumer, staff, Board member or volunteer) in the last year.
- Documentation of a **policy or procedure in place to check HMIS data quality** at least monthly.
- Documentation of a **procedure for indicating when consumers revoke their previous consent.** Be prepared to discuss how you will handle this.
- Copy of the **Signed Memorandum of Agreement** that has been returned to CAFTH.
- Verification that all **end-user agreements and confidentiality documentation** has been turned in for all users.
- Proof of the agency's **communication with MIS personnel regarding terminated employees** in a timely manner.
- Documentation that the Board of Directors (or an equivalent policy-making entity) consists of a **member who is homeless or was previously homeless.**
- Documentation of **avenues for direct consumer input to the Board of Directors** of the agency – including administering a consumer survey or having active membership on the Board or equivalent policy-making entity. Documentation can include an agenda or meeting minutes in which consumer input was discussed with Board representation present.
- Documentation that the organization currently **employs consumers or former consumers of homeless services.** Documentation must include a list of the positions/job titles and dates of employment for up to three (3) consumers.
- **Documentation of offering volunteer opportunities** or other ways to engage consumers or former consumers in the community or within the agency.

- **Documentation of the agency's response to feedback** received from consumer satisfaction surveys. Organization should also provide a 2 to 3 paragraph narrative that describes at least one issue that arose from the feedback and fully explain how the agency plans to resolve the issue.
- **Documentation of formal trainings in harm reduction** in implementing the Housing First approach within the last three (3) years – to include a description of the training provided.
- **Documentation of formal trainings in motivational interviewing** in implementing the Housing First approach within the last three (3) years – to include a description of the training provided.
- **Documentation of one-on-one support or ongoing group support** in implementing the Housing First approach within the last three (3) years – to include a description of the training provided.
- **Documentation of any other trainings** in implementing the Housing First approach within the last three (3) years – to include a description of the training provided.
- **Feedback on what supports the agency needs** in order to implement or continue implementing best practices.

BINDER TWO: PROJECT COMPONENT DOCUMENTATION

- A copy of the agency's **most recent APR**.
- A copy of the agency's **HMIS Quality Assessments**.
- A **narrative explaining the components of the project requesting renewal funding** and how those are consistent with the Mayors' Action Plan to End Homelessness.
- A copy of the agency's **most recent HUD Monitoring Letter**.
- A copy of the project's **written eligibility criteria** that is provided to consumers.
- A copy of the project's **confidentiality policy**.
- A copy of the project's written **non-discriminatory practices**.
- Documentation outlining the consumer's **right to refuse services** with consequences, if any, explained.

- Documentation of **Conflict of Interest or Code of Ethics** as it relates to consumer/staff relationships.
- A copy of the program's **Termination of Assistance and Appeal policy.**
- IF THERE ARE ANY UNSPENT FUNDS FOR THE PROJECT, a written narrative for not expending 100% of the funds.
- A copy of the program's **Housing Quality Standards (HQS)** form.
- A copy of the agency's **Inspection Form** for the project/units.
- 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).
- A list of topics of **diversity trainings attended by staff** (acceptable documentation includes sign-in sheets and a description of the course objectives).
- Documentation of how the project has used the results of evaluations or audits within the past two years to improve project operations (may include **past evaluation instruments or HMIS data quality reports**).
- A 1 to 2 paragraph narrative giving **detailed examples** of how the results of evaluations or audits were used.
- A copy of the project's **match and leverage table.**

POLICIES THAT REFLECT “HOUSING FIRST” PRACTICES – Please include a copy of the policy stating ...

- That applicants are not rejected on the basis of **poor credit or financial history, poor or lack of rental history, minor criminal convictions, or behaviors that indicate a lack of housing readiness.**
 - A **copy of the agency's MOA** with MIFA (if the project serves families) or the prioritization list (100k if the project serves individuals).
- The **requirements from funders/Board/other regulatory bodies** that prevent the project from taking all referrals.

- The **eligibility requirements** and a list of what could make a consumer ineligible.

- That **criminal history does not bar entry** to the project.
- That **rental history or past evictions do not bar entry** to the project.
- That **lack of financial resources** do not bar entry to the project.
- That the program accepts consumers **regardless of past rule infractions** within the agency's own program and/or in other previous housing programs.
- That **prior residencies** do not bar entry to the project.
- That **participation in services is voluntary**.

- A **menu of services that are flexible and appropriate** for consumers in various stages of change.
- An example of **proactively identifying and intervening when behavioral or tenancy issues arise** with consumers before they reach a level warranting discharge.
- Documentation that the **discharge policy** is explained and easily accessible to consumers.
- A copy of the **consumer handbook and/or orientation** documentation.

SEPARATE FILES: HMIS DOCUMENTATION FOR FILE REVIEW

- Each organization should receive a list of files that the HMIS team will review the requested client files for accuracy and data completeness.



For any questions or additional guidance, please do not hesitate to contact Herman Dickey (herman@cafh.org), or call the office at (901) 527-1302 during normal business hours.

Thanks for your cooperation in this process!