



FY2017

Annual Continuum of Care Competition

PROJECT DOCUMENTATION REVIEW

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 agency include its most recent APR?			
2	Does the agency include its HMIS Quality Assessments?			
3	Does the agency 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 agency provide a copy of the agency's most recent HUD Monitoring Letter?			
Consumer Focus and Representation				
5	Does the agency provide a copy of the project's <u>written eligibility criteria that is provided to consumers?</u>			
6	Does the agency provide a copy of the project's written notice that is posted/distributed to consumers, and that the rights of each consumer, which, at minimum, addresses clearly describes each of the following:			
	confidentiality policy.			
	non-discriminatory policy.			
	right to refuse services with consequences, if any, explained			
	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			
7	Does the agency provide a copy of its Consumer Rights Policy?			
8	Does the agency provide a copy of the program's Termination of Assistance/Discharge Policy and Appeal Process?			
Project Operations				
9	Are there any unspent funds in the project, and if so, how much?			
10	If there are unspent funds, does the agency provide a written narrative for not expending 100% of the funds?			
11	Does the agency provide the Housing Quality Standards (HQS) form?			
12	Does the agency provide the Inspection Form for the project (units)?			
13	Does the agency 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).			
14	Does the agency provide a list of topics of diversity trainings attended by staff (acceptable documentation includes sign-in sheets and a description of the course objectives).			
15	Does the agency 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)?			
16	IF YES, Does the agency provide a 1-2 paragraph narrative, giving detailed examples of how results were used?			
17	Does the agency provide a copy of the project's Match and Leverage Table?			
Leading Practices				
18	Does the agency provide a copy of the policy that reflects housing first practices? This policy states that applicants are seldom 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.			
19	Does the agency provide a copy of the agency's MOA with MIFA (if the project serves families) or the prioritization list			

	(confidentiality agreement for participating agencies if the project serves individuals).			
20	If applicable, does the agency provide a copy of the policy regarding requirements from funders/Board/other regulatory bodies that prevent the project from taking all referrals?			
21	Does the agency provide a list of eligibility requirements in addition to a list of what could make a consumer ineligible?			
22	Does the agency provide a copy of the policy stating that criminal history does not bar entry to the project?			
23	Does the agency provide a copy of the policy stating that rental history or past evictions do not bar entry to the project?			
24	Does the agency provide a copy of the policy stating that lack of financial resources do not bar entry to the project?			
25	Does the agency provide a copy of the policy stating that the program accepts consumers regardless of past rule infractions within the agency's own program and/or in other previous housing programs?			
26	Does the agency provide a copy of the policy stating that prior residencies do not bar entry to the project?			
27	Does the agency provide a copy of the policy stating that participation in services is voluntary?			
28	Does the agency provide a menu of services that are flexible and appropriate for consumers in various states of change?			
29	Does the agency provide an example of proactively identifying and intervening when behavioral or tenancy issues arise with consumers before they reach a level warranting discharge?			
30	Does the agency provide documentation that the discharge policy is <u>explained and easily accessible</u> to consumers?			
31	Does the agency provide a copy of the consumer handbook and/or orientation?			

FINDINGS/RECOMMENDATIONS