Desk Monitoring Questionnaire

Project Name:

Project Number:

Project Operating Year:

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| 1. Do you work with partner agencies in the implementation of this project? | \_\_\_Yes\_\_\_No |
| a. If so, are there agreements in place that identify the roles and responsibilities of participating agencies? Please provide a copy of any agreements currently in place for this program. | \_\_\_Yes\_\_\_No |
| 2. Please explain how you meet the HUD CoC program requirement mandating a homeless or formerly homeless person to participate on the board of directors or other equivalent policy-making entity for your agency or identified sponsor agencies |
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| 3. Please provide a copy of the report from your most recent HMIS Audit |
| 4. Please provide a budget narrative explaining how the HUD money is used for this project. Within the narrative, discuss the following: activities HUD funds are used for, documentation on file to support HUD funds, frequency of HUD drawdowns, how you track expenditure rates, whether the grant is on track to use all funds, (if applicable) why 100% of grant funds will not be used and steps taken to reduce unexpended funds prior to contract end date. |
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| Please provide a copy of the most recent HUD closeout certification and a screenshot from eLOCCS displaying grant summary and drawdown summary. |
| 5. How long are program records retained within the agency? |  |
| 6. Please describe the process for determining client eligibility. Identify the documentation used to support eligibility. Please discuss additional client information collected during the intake process. |
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| 7. Please identify your program goals and how you track progress in achieving those goals. Please discuss your current program performance in relation to the project goals identified. |
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| 8. Please describe the unit inspection process (frequency, persons/agency responsible, steps in the process). |
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Please provide the following documents:

* 1. Intake application
	2. Program intake packet
	3. Program consent forms
	4. Most recently submitted APR
	5. Copies of MOUs with partner agencies (if applicable)
	6. Program expenditures for most recently completed operating year and current operating year to date

The following information will be monitored from HMIS via the program APR:

1. Participant Eligibility
	1. Homeless Status of participant at program entry
	2. Disability Status of participant at program entry
2. Data Quality (% of missing info for Universal Data Elements)
3. Program utilization
4. Target population – is the project serving the subpopulations identified in grant application
5. Stability in Permanent Housing – 80% remain in PH through operating year
6. Destination at program exit – 80% of exits to PH
7. Connection to income & benefits – 20% increase employment income, 54% increase cash benefits income, 56% connected to non-cash benefits