

# Ocean County Homeless Prevention and Assistance Coalition

## 2015 Desk Monitoring Review Guide

### Program Performance

Goal	Performance Standard	Evaluation Method	Type of program	Max Points
Project serves hardest to serve populations	Serves or prioritizes chronically homeless (85%)	# of Chronically Homeless head of households, divided by all new intakes (HMIS)  # Chronically Homeless head of households served during reporting period, divided by total	All program types	Bonus up to 5 pts.
Reduce length of homelessness and/or promotes stability in permanent housing	Reduce Length of homelessness	Average length of stay for program participants (HMIS)	ES & TH programs	20 pts.
	80% of clients in PSH remain in program through end of operating year or exit to PH	# "181 days or more - leavers & stayers", divided by total number of clients served (APR Q27)  #Leavers Destination PH divided by total number of Leavers (APR Q29)	PH  ES, TH, PH, RRH	
Increase jobs, income and self-sufficiency	20% of clients increase employment income at exit or annual update  OR  54% of clients increase in cash benefits at exit or annual update		All program types	20 pts.
	20% of clients gain or maintain employment income at exit or annual update  OR  54% of clients gain or maintain cash benefits at exit or annual update		All program types	
	56% of clients connected to non-cash benefits at exit or update		All program types	
Achieve APR Goals	Additional Performance Measures in APR (Section 6B of application)	Desk Monitoring Questionnaire (Q7)	All CoC funded programs	5 pts.

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Program Compliance				
Goal	Performance Standard	Evaluation Method	Type of Program	Max Points
Effective Use of Federal Funds	Program draws down HUD funds at least quarterly	eLOCCS screenshot	All CoC funded programs	20 pts.
	Less than 5% of program funds returned on annual basis	HUD Closeout certification	All CoC funded programs	
	APR submitted in a timely fashion	APR submission date no more than 3 months after operating year end	All CoC funded programs	
	Program uses funds for eligible population – homeless & disabled by HUD definition  AND  Program serves appropriate target population	Residence prior to program entry and Disability status of participants (APR)  Disability, DV and Vet status of participants (APR) compared to target population (application)	All CoC funded programs	
	Program uses funds for eligible activities	Comparison of Budget narrative, budget application submitted (Exhibit 2) and eligible program activities (HUD regulations)	All CoC funded programs	
	Program utilization rates at 86% or higher	Total number of people served (APR) divided by total number of people proposed (Exhibit 2)	All CoC funded programs	
Program meets HUD regulations	Housing units inspected prior to lease up and annually thereafter	Desk Monitoring Questionnaire (Q8)	PH, RRH	15 pts
	Homeless or formerly homeless participate in policy making body	Desk Monitoring Questionnaire (Q2)	All CoC funded programs	
	Program records retained for at least 5 years after client discharge or 15 years after expenditure of funds for construction/acquisition	Desk Monitoring Questionnaire (Q5)	All CoC funded programs	
	Program record keeping meets HUD requirements: Client files contain homeless eligibility, annual income, disability documentation, services provided,	Desk Monitoring Questionnaire (Q6)	All CoC funded programs	

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	unit inspection, rent reasonableness, rent calculation		
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### HMIS Participation

Goal	Performance Standard	Evaluation Method	Type of Program	Max Points
Full participation in HMIS	HMIS data quality measure – less than 5% of Universal Data Elements are missing	APR Q7	All Project Types	10 pts
	Provider passes site audit by HMIS Lead agency	Copy of HMIS site Audit		

### HPAC Participation

Goal	Performance Standard	Evaluation Method	Type of Program	Max Points
Full participation in HPAC	Agency will be represented at 2/3 of all regularly scheduled CoC meetings	CoC Meeting attendance divided by total number of meetings held	All project types	10 pts

### Summary of Performance

% of Applicable Standards Achieved	
Applicable Goals Achieved	
Points Earned	
Points Earned plus Bonus Points	
Maximum Applicable Points	
% of Applicable Points Earned	