

# Ocean County Homeless Prevention and Assistance Coalition

## Desk Monitoring Questionnaire

Project Name:  
 Project Number:  
 Project Operating Year:

1. Do you work with partner agencies in the implementation of this project?	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Yes <input type="checkbox"/> 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	
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. Please include information about the type of documentation kept on file to support drawdown request from HUD funding	
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 list the types of documents that are kept in client files	
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.	
8. Please describe the unit inspection process (frequency, persons/agency responsible, steps in the process).	

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

1. Participant Eligibility
  - a. Homeless Status of participant at program entry
  - b. 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