

# Utah Homelessness Programs Office Funding Monitoring Form

v. 05.19

This monitoring tool is to help achieve the Agency's project(s) purpose of addressing the issues confronting Utah's homeless population by evaluating the success of the program; identifying areas for improvement; enhancing agency capacity; and ensuring necessary grant compliance. (24 CFR part 91; U.C.A. 63J-1-220(2))

**Sub-recipient Information – Is it a General Purpose Local Government or a private nonprofit?**

**Who is in charge of the day-to-day administration of the program?**

<b>Name:</b>	<b>Title:</b>	<b>Contact Info:</b>
Monitor(s)	Person(s) Interviewed	
HPO staff:	Program Staff:	

Contract Number(s)	Award Amount(s)	Grant Dates	Select Current Review Level
A.	A.	A.	A.
B.	B.	B.	B.
C.	C.	C.	C.
D.	D.	D.	D.
E.	E.	E.	E.

<p><b>Project Types – Project Review is as a whole, not just the portion funded with HPO grants. example: Emergency Shelter, Rapid Rehousing, etc.</b></p>	<p><b>Met SOW Expectations? Y/N</b> Compare the projected number of households to be served with the actual number served to date. Is the project on target to meet its goal? Complete this section for each grant being monitored.</p>
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<b>Confirmation Letter Mailed</b>	<b>Dates P&amp;P, Monitoring Matrix Received</b>	
<b>Preliminary Report Mailed</b>	<b>Response from Agency/Date</b>	<b>Final Report Mailed</b>

Last Review/date	
Summary of Findings/Concerns/Good Practices:	
Current Review/date	
Summary of Findings/Concerns/ Good Practices:	

What barriers are you experiencing in providing the services outlined in the scope of work?		
Project Name	Barrier	Do you need technical assistance for this barrier?

2. Have there been changes in key personnel since allocation? If yes, was State notified of these changes? Did the Agency request user access to be removed from job-specific websites and resources in a timely manner?	Y	N
Agency Response:		
HPO Follow-up:		

3. Are client records kept in a limited-access area? Does the agency maintain Record Retention access requirement of 24 CFR 576.400(f); 24 CFR 576.500(n); 2014 HMIS Data Standards?	Y	N
Agency Response:		
HPO Follow-up:		

HOMELESSNESS FUNDING MONITORING REVIEW

4. Does Agency (subrecipient) have an executed (signed, dated) contract copy on file? 576.404(b); 24 CFR 85.36 or 2 CFR 200.317-200.326 (as applicable); and 24 CFR 576.500(v)(2))	Y	N
Agency Response: Program		
HPO Follow-up:		

5. Does the Agency sub-award HPO funds to any other Agency or Service provider? <b>If so, has a copy of the MOU or contract been provided to HPO, and how does the sub recipient monitor their recipient?</b> (24 CFR 576.404(b); 24 CFR 85.36 or 2 CFR 200.317-200.326 (as applicable); and 24 CFR 576.500(v)(2))	Y	N
Agency Response:		
HPO Follow-up:		

6. Describe how staff access the HPO policies and procedures, how they are trained and informed of new directives, etc. in order to ensure compliance to state and federal requirements. (24 CFR 576.400(e)(1),(2))	Y	N
Agency Response:		
HPO Follow-up:		

7. Does the Agency participate in the Coordinated Entry System within the area COC? If yes, please describe the role the agency and this funding plays in coordinated entry. (24 CFR 576.400; 500)	Y	N
Agency Response:		
HPO Follow-up:		

HOMELESSNESS FUNDING MONITORING REVIEW

8. How does the Agency coordinate with: a) the local CoC/LHCC and b) other targeted homeless and mainstream service providers to provide strategic, community wide-system to end homelessness? (24 CFR 576.400; 500)	Y	N
Agency Response:		
HPO Follow-up:		

9. Are there representatives with lived experience on Agency policy making bodies? How are they involved in the Agency operation? <b>If HSG, this is a federal expectation. ESG Contract Number:</b> (24 CFR 570.486; 24 CFR 576.405; 500)	Y	N
Agency Response:		
HPO Follow-up:		

10. Is the Agency a religious organization, and if so, does it offer all services to all clients, regardless of religion or religious belief? (24 CFR 576.406(b); 24 CFR 576.500(r))	Y	N
Agency Response:		
HPO Follow-up:		

11. Does the agency utilize the VI-SPDAT and full SPDAT in accordance with the CoC established policies and procedures? (24 CFR 576.400(d); 24 CFR 576.401(a); 24 CFR 576.500(g))	Y	N
Agency Response:		
HPO Follow-up:		

12. Does the agency implement the emergency transfer plan in accordance with VAWA restrictions? (24 CFR 5(l))	Y	N
Agency Response:		
HPO Follow-up:		

**HOMELESSNESS FUNDING MONITORING REVIEW**

13. Does the agency comply with the requirements of a Confidentiality Policy: safeguarding information, records, and client confidentiality? (2 CFR 200.79, 82; 24 CFR 576.407(c); 500)	Y	N
Agency Response: Program		
HPO Follow-up:		

14. What internal practices ensure the staff working with vulnerable clients and/or client information have annual background checks completed? (Utah Code Annotated 53-10-108)	Y	N
Agency Response:		
HPO Follow-up:		

HOMELESSNESS SOLUTIONS GRANT (EMERGENCY SOLUTIONS GRANT AND STATE HOMELESSNESS FUND)		
15. Does the Agency have written policies and procedures addressing ( Please attach written policies to this document and note page numbers)	Y	N
nondiscrimination and equal opportunity		
communication with persons with disabilities and/or with those with Limited English Proficiency (LEP)		
client grievance, termination and appeals		
admission, progress, support, diversion, referral, and discharge, including standards for length of stay, and safeguards to meet safety and shelter needs of special populations		
coordination among Emergency Shelter; Essential services providers; homelessness prevention and rapid rehousing assistance providers; other homeless assistance providers and mainstream service and housing providers		
ensure Emergency Shelters do not deny admission to a family based on the age of any child under 18		
determining and prioritizing which eligible families and individuals under category 1 or 4 will receive Rapid Re-housing assistance		
how the Agency will include as many homeless families/individuals as possible, including those with multiple housing barriers, if applicable		
for reassessing, at least annually, eligibility for families/individuals who receive Rapid Re-housing assistance		

16. If grant TANF funded: Use the TANF Eligibility or Non-Eligibility forms to complete the TANF specific monitoring requirements and attach
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