

Utah Homelessness Programs Office Funding Technical Assistance Form

v. 12.2018

This technical assistance 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))

Agency Information			
Agency Name:			
Address:			
Phone:			
Who is in charge of the day-to-day administration of the program?			
Name:		Phone:	Email:
Homelessness Program Specialist(s)	Person(s) Receiving Technical Assistance		
Contract Number(s)	Award Amount(s)	Grant Dates	Dates Technical Assistance Provided
a.	a.	7/1/20__ to 6/30/20__	
b.	b.		
c.	c.		
d.	d.		
e.	e.		
Project Types – Project Review is as a whole, not just the portion funded with HPO grants. example: Emergency Shelter, Rapid Rehousing, etc.	Met SOW Expectations? Y/N 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 receiving technical assistance.		Follow-up Needed?

HOMELESSNESS FUNDING TECHNICAL ASSISTANCE

Pre-Monitoring Evidences of Compliance for All GRANTS	Yes	No	N/A	Comments
Evidence Agency is submitting reimbursement requests quarterly (24 CFR 576.203(b))				
Most recent WebGrants 3 draw-down record with dates				
Agency has reviewed WebGrants 3 authorized users and current access				
Evidence Agency submitted the appropriate Environmental Compliance documentation if funded with Emergency Solutions Grant (ESG), part of Homelessness Solutions Grant-HSG(24 CFR 58.34(b); 58.35(d); 58.38) or HOPWA grant				
Agency retains hard copy of the letter(s) of expenditures noting the portion of HSG that is ESG				Fiscal Team sends letter Feb and Aug. Fiscal will load into WG 3. Draft email by Dec 14,2018
Agency provided copy of Employee and Project(s) Policy & Procedure Manual(s) (24 CFR 576.400(e)(3))				
See Attached: Contract Attachment D – Scope of Work(s)				
Agency staff who attended Grant Orientation: Fiscal-Reporting-				HPO completes from records.
Pre-Monitoring Evidences of Compliance - HMIS Program Specialist	Yes	No	N/A	Comments
See Attached: Agency provided completed, signed, and dated HMIS Monitoring Checklist (24 CFR 576.400(f); 2014 HMIS Data Standards)				
Agency submitted the required State and Federal Reports for Homelessness Program Funding on time?				
Evidence that Agency is entering Diversion assessments/referrals into HMIS accurately, if applicable				
Participation in PIT as applicable				
Participation in HIC as applicable				

Commented [AH1]: Add an N/A Column for this whole document

How many clients were **deemed as ineligible** during the past year? For each individual and family determined ineligible to receive ESG assistance, did the recipient or its subrecipient document the reason for that determination? [24 CFR 576.500(d)]

Agency Response:

Comments:

HOMELESSNESS FUNDING TECHNICAL ASSISTANCE

Did the agency successfully submit an APR for the last grant cycle?	Y	N
Agency Response:		
Comments:		

Does the agency maintain 95% average data quality rate for all clients in a project where ESG Funds are used?	Y	N
Agency Response:		
Comments:		

Is the project classified correctly? For example: Do the policy and procedure documentation for an emergency shelter project support a project that meets the definition of emergency shelter? (24 CFR 576.2; 576.102)	Y	N
Agency Response:		
Comments:		

Technical Assistance Needs Identified from Monitoring Visit
Description of Technical Assistance Need 1
Agency Response:
Program Specialist Comments:
Date Technical Assistance Provided
Description of Needed Follow-up with timeline

HOMELESSNESS FUNDING TECHNICAL ASSISTANCE

Description of Technical Assistance Need 2

Agency Response:

Program Specialist Comments:

Date Technical Assistance Provided

Description of Needed Follow-up with timeline

Description of Technical Assistance Need 3

Agency Response:

Program Specialist Comments:

Date Technical Assistance Provided

Description of Needed Follow-up with timeline

Description of Technical Assistance Need 4

Agency Response:

Program Specialist Comments:

Date Technical Assistance Provided

Description of Needed Follow-up with timeline

*Add additional Issues as needed.

HOMELESSNESS FUNDING TECHNICAL ASSISTANCE

Description of Technical Assistance Need 5

Agency Response:

Program Specialist Comments:

Date Technical Assistance Provided

Description of Needed Follow-up with timeline

Description of Technical Assistance Need 6

Agency Response:

Program Specialist Comments:

Date Technical Assistance Provided

Description of Needed Follow-up with timeline

Description of Technical Assistance Need 7

Agency Response:

Program Specialist Comments:

Date Technical Assistance Provided

Description of Needed Follow-up with timeline

*Add additional Issues as needed.

