

## HUD-CoC Program - Agency Compliance Monitoring Tool

Subrecipient: \_\_\_\_\_  
 Grant #: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Preparer: \_\_\_\_\_

Date: \_\_\_\_\_  
 Grant Period: \_\_\_\_\_  
 Project Type: \_\_\_\_\_  
 Grant Amount: \_\_\_\_\_

CoC Program grant funds are used for:

- |  |  |
|--|--|
| <input type="checkbox"/> Rental Assistance   | <input type="checkbox"/> Leasing (no match required) |
| <input type="checkbox"/> Operations          | <input type="checkbox"/> Administration              |
| <input type="checkbox"/> Supportive Services | <input type="checkbox"/> HMIS                        |

Program serves:

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Individuals              | <input type="checkbox"/> Families     |
| <input type="checkbox"/> Youth                    | <input type="checkbox"/> Veterans     |
| <input type="checkbox"/> Individuals and Families | <input type="checkbox"/> Other: _____ |

Was the most recent APR submitted to DPSS within 60 days after grant period ended? \_\_\_\_\_

Was the most recent APR submitted to HUD by the deadline (90 days after the end of operating period)? \_\_\_\_\_

§ 578.7(a)(8) Coordinated Entry System		Yes	No	Comments
1	Does this project participate in the CoC Coordinated Entry System?			
2	Does the project quickly move participants into permanent housing (within 15 days of first assessment)?			
Housing First - HUD CPD Notice(s) 14-02; CPD-16-11		Yes	No	Comments
3	Does the agency use the Housing First Model?			
4	Does the project ensure that participants are not screened out based on the following items:			
a.	Having too little or no income.			
b.	Active or history of substance abuse.			
c.	Having a criminal record with exceptions for state mandated restrictions.			
d.	History of domestic violence (e.g. lack of protective/restraining order, period of separation from abuser, or law enforcement involvement).			
Prioritizing Chronically Homeless 578, 42 U.S.C. 11381 AND CPD-14-012		Yes	No	Comments
5	Does the project prioritize beds for the chronically homeless when beds become available?			
578.51(h)(3) Serving Program Participants		Yes	No	Comments
6	Are beds fully occupied? If not at capacity, what actions are being taken to improve this outcome?			

7	Are units fully occupied? If not at capacity, what actions are being taken to improve this outcome?			
<b>§ 578.23(c)(iv) Required agreements.</b>		<b>Yes</b>	<b>No</b>	<b>Comments</b>
8	Does the project have a designated staff person to ensure that children are enrolled in school and receive educational services, as appropriate?			
9	Are the project policies and practices consistent with the laws related to providing education services to individuals and families?			
10	Is there a policy in place to ensure that families with children under the age of 18 are not denied admission or separated when entering housing? NOFA Application.			
11	Does the agency have a drug-free workplace policy statement which includes the requirement of notification to HUD if an employee is convicted for a criminal drug offense? (Form 50070 will suffice) 24 CFR § 84.13			
<b>§ 578.37 (1)(a) Program components and uses of assistance.</b>		<b>Yes</b>	<b>No</b>	<b>Comments</b>
12	Does the agency have written standards and procedures for outreach, assessment, eligibility, prioritizing individuals, and reassessing participants?			
<b>§ 578.73(c)(3)(i)(ii) Service Providers/Third-Party</b>		<b>Yes</b>	<b>No</b>	<b>Comments</b>
13	Does the agency have an executed memorandum of understanding with service providers?			
<b>§ 578.75(g)(1) Participation of homeless individuals.</b>		<b>Yes</b>	<b>No</b>	<b>Comments</b>
14	Does the agency have a written policy identifying the involvement of homeless/ formerly homeless individuals on the board of directors or other equivalent policy making entity?			
<b>§ 578.75(i) Retention of assistance.</b>		<b>Yes</b>	<b>No</b>	<b>Comments</b>
15	Does the agency allow family members to retain appropriate assistance after the death, incarceration or institutionalization for more than 90 days of the qualifying household member?			
<b>§ 578.87 (b) Faith-based activities.</b>		<b>Yes</b>	<b>No</b>	<b>Comments</b>
16	Does the agency document their compliance with the faith-based activities requirements under § 578.87(b)?			
17	Does the agency offer religious activities separately, in time or location, from the CoC Program and services?			
18	Does the agency ensure that participation in religious activities is voluntary for CoC program participants?			
19	Does the agency discriminate against a prospective or active program participant on the basis of religion or religious belief?			
<b>§ 578.91 Termination of assistance to program participants.</b>		<b>Yes</b>	<b>No</b>	<b>Comments</b>
20	Does the agency have a written termination policy that includes:			

a.	Providing the program participant with a written copy of the program rules and the termination process before the participant begins to receive assistance.			
b.	Written notice to the program participant containing a clear statement of the reasons for termination.			
c.	A review of the decision, in which the program participant is given the opportunity to present written or oral objections before another person (or a subordinate of that person) who made or approved the termination decision.			
d.	Prompt written notice of the final decision to the program participant.			
<b>§ 578.93 Fair Housing and Equal Opportunity.</b>		<b>Yes</b>	<b>No</b>	<b>Comments</b>
21	Does the agency have written policies and procedures that provide:			
a.	Participant's information on rights and remedies available under fair housing & civil rights laws.			
b.	Non-discrimination and equal opportunity processes that apply to housing and employment.			
c.	Reasonable accommodations and reasonable modifications for persons with disabilities.			
d.	Meaningful access for Spanish-speaking and other limited English proficiency persons to access the agencies programs and services.			
e.	If the housing has in residence at least one family with a child under the age of 18, the housing may exclude registered sex offenders and persons with a criminal record that includes a violent crime from the project so long as the child resides in the housing.			
f.	Clearly outline instances when sex offenders or violent offenders may be excluded from housing.			
<b>§ 578.95 Conflicts of interest.</b>		<b>Yes</b>	<b>No</b>	<b>Comments</b>
22	Does the agency have a written conflict of interest policy that includes:			
a.	No CoC board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.			
b.	Organizational conflict.			
<b>§ 578.103(b) Confidentiality.</b>		<b>Yes</b>	<b>No</b>	<b>Comments</b>
23	Are all records regarding the program participant centrally located and secure?			
24	Are all records containing protected identifying information of any individual or family who applies for and/or receives CoC assistance kept secure and confidential?			



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