

OZARKS ALLIANCE TO *End* HOMELESSNESS



SPRINGFIELD/GREENE, CHRISTIAN AND WEBSTER COUNTIES CONTINUUM OF CARE

Ozarks Alliance to End Homelessness

HUD Continuum of Care Grant Project Monitoring Guide

Monitoring Overview

The Ozarks Alliance to End Homelessness (Continuum of Care for Springfield/Greene, Christian, and Webster counties) is required to monitor HUD-CoC funded projects at least annually. The Ozarks Alliance to End Homelessness will conduct monitoring via

- A) Quarterly review of CES participation, spending, and System Performance
- B) Annual on-site monitoring of client and agency files
- C) Annual submission of HUD CoC Grant Application and Supplemental Data Forms

Agencies/projects success in each of these components will be shared with the OAEH NOFA Committee and will inform project scoring on the HUD CoC Grant Priority Listing.

Feedback to Agencies

- A) The NOFA Committee will communicate any concerns with spending within 15 days of their review of spending reports
- B) The HUD-CoC Administrative Team will send written feedback to agencies regarding on-site desk monitoring within 30 days of the monitoring, including information on areas of concerns and compliance issues
- C) Scoring for Project Applications for the HUD-CoC grant will be shared with the agency within 7 days of completion of the Priority Listing

Points of Contact

Bob Atchley, City of Springfield: batchley@springfieldmo.gov

Glenda Troop, City of Springfield: gtroop@springfieldmo.gov

Amanda Stadler, Community Partnership of the Ozarks: astadler@cpozarks.org

Quarterly Review of CES participation, spending, and System Performance

- The OAEH expects that projects submit at least one draw-down per grant quarter in e-LOCCS AND that each renewal grant has a less than 10% variance between grant funds remaining and grant period remaining.
 - If a grant has more than 10% variance between grant funds remaining and grant period remaining, the NOFA Committee may request monthly or weekly spending updates from the agency.
 - The HUD – CoC Administrative Team will conduct desk monitoring on client files and expenditures and reports will be reviewed by the OAEH NOFA Committee.
 - Agencies should submit e-LOCCS Draw-Down reports AND HMIS monitoring reports for each HUD-CoC grant to Bob Atchley, Glenda Troop, and Amanda Stadler by 5:00 p.m. on the following dates:
 - January 9, 2020
 - April 9, 2020
 - July 9, 2020
 - October 15, 2020
- The HMIS Monitoring Report should be run for the quarter individually AND as grant year to date.
 - Title your attachments in the following format:
 - eLOCCS Drawdown Report: *Agency Name- Program Name - eLOCCS Current Month - Year*
 - HMIS Monitoring Reports
 - Quarter: *Agency Name - Program - HMIS Current Month - Year*
 - Year to Date: *Agency Name - Program - HMIS GYTD*
 - See Appendix A for the workflow for the Springfield Monitoring Report. Direct questions to Michael Tonarely (michael.tonarely@icalliances.org).

Annual On-Site Monitoring

The HUD – CoC Administrative Team will conduct an on-site monitoring for each project approximately 6 months into the grant period or when the agency has expended at least 50% of the grant. The Agency should have the follow items ready for review. See Appendix B for the Client File Check List.

Financial Requirements	Notes
Printed e-LOCCS report available of GTD	
Draw requests verified to invoices	
Payment of invoices cleared	
Verify timeliness of draws/invoices	
Within 10% variance of funding spent to grant period remaining	
Documentation of Match	(indicates grant/fiscal year and if in-kind match, have MOU with 3rd party)
Client File Requirements	
Files have required documentation	
Files are well organized and consistent	
Program Requirements	
HMIS Notice is in visible location	
Printed HMIS report of all clients served GTD	
APR for most recently completed Grant Year	Request agency to email at least one week prior to visit
Signed Grant Agreement for current year	Request agency to email at least one week prior to visit
Agency Requirements	
Completed Environmental Review	
Standard Operating Procedures	Request agency to email at least one week prior to visit
Written policies addressing	Request agency to email at least one week prior to visit
Client intake	Request agency to email at least one week prior to visit
Confidentiality of client records	Request agency to email at least one week prior to visit
Client record keeping	Request agency to email at least one week prior to visit
Program eligibility and services	Request agency to email at least one week prior to visit
Grievance	Request agency to email at least one week prior to visit
Housing First	Request agency to email at least one week prior to visit

HUD CoC Grant Submission Criteria for Rank, Review, Selection

Projects will be scored on the minimum following criteria:

Agency Financial Assessment and Expenditure of Funds

- Findings from monitoring reviews/audits by CoC Administrative Team or HUD from any HUD, CoC, or ESG projects within the CoC
- Returned/recaptured funds from any HUD, CoC, or ESG projects within the CoC
- Completion of quarterly draws from e-LOCCS and timely submission of quarterly monitoring reports to HUD-CoC Admin Team

System Involvement – Participation with CoC and CES

- Agency attendance at quarterly OAEH General Membership meetings over the last calendar year
- Agency attendance at monthly OAEH Systems and Services Committee (formerly known as Funded Agency Committee) meetings over the last 6 months
- Participation in OAEH Committees
- Program attendance at monthly Case Conferencing meetings over the last calendar year
- In last calendar year, all program openings were filled via CES referrals
- In last calendar year, program acknowledged all referrals in HMIS within 72 hours

Project Performance - System Performance Measures and HMIS Participation

- Assessment of percent of homeless persons staying in permanent housing or exiting to another permanent housing destination; increased income from employment; increased income from other sources; and percent of program participants who obtained non-cash mainstream benefits.
- Assessment of how agency/program supports local progress on System Performance Measures, e.g.:
 - Agency employees SOAR-certified staff
 - Employment services/connections that are offered
 - How agency connects clients with mainstream benefits
- APR for last completed grant year completed within 90 days of grant expiration
- In last calendar year, program attended ICA required quarterly user meetings
- In last calendar year, program had no findings during ICA technical review
- In last calendar year, program submitted required reports on time
 - Point in Time/Housing Inventory Chart
 - LSA
 - System Performance Measures

Appendix A: Springfield Monitoring Report Workflow in HMIS



Advanced Reporting Tool

sp5.servicept.com/Missouri

Workflow for Springfield Monitoring Report

ART (Advanced Reporting Tool)	
Connect to ART	1. Select Connect to ART on the banner menu at the top right of the screen OR navigate to ART by selecting Reports on the right hand menu and selecting ART at the bottom of the screen under Custom Reports .
ART Browser	1. Under ART Browser , navigate to Public Folder > Springfield > Springfield Monitoring Report and click on the Magnifying Glass. 2. On the ART Item Details window click View Report to open the report. A new window will open in Java.
Prompts	1. Click Select Provider(s) and click on Refresh Values . a. Select the appropriate service provider from the list populated by navigating to it or using the search function at the bottom of the Prompts screen. 2. Leave EDA Provider as -Default Provider- 3. Click Enter effective date and select the last day of the reporting period plus one day. For example, when running a report with an end date of 12/31/2018, enter 1/1/2019 12:00:00 AM as the Effective Date. 4. Click Enter End Date PLUS 1 Day and select the last day of the reporting period plus one day. For example, when running a report with an end date of 12/31/2018, enter 1/1/2019 12:00:00 AM as the End Date PLUS 1 Day. 5. Click Enter Prior Year Start Date and select the date that matches your Current Year Start Date month and day, but toggle back to the previous year. 6. Click Enter Current Year Start Date and follow the selections below. a. For the Grant Year to Date report option, select the first day of your Grant Year. b. For the Quarterly report option, select the first date of the quarter you're reporting on. 7. Once all of the prompts are accurate and have a green check mark beside them, click Run Query at the bottom of the window to run the report.
Saving/Exporting	1. After reviewing the report for completeness and accuracy, save this report as a PDF by clicking the print icon on the top menu bar, or 2. As an Excel workbook by clicking Document and selecting Save to my computer as > Excel .
Rerun Report	1. To rerun the report for a different date range or different provider, click Refresh All in the top menu bar to go back to the Prompt screen to change the provider and/or date range.

***Note: You are required to turn in two reports to the committee – the quarterly report and the grant year to date report.**

Appendix B: On-Site Monitoring Client File Check List

The HUD-CoC Administrative Team will review approximately 25% of client files for clients served over the grant year.

Client File Check List
Client Files – (yes/no/not applicable)
HMIS Release of Information (current)
Documentation of: (if applicable)
chronic status
disability
homeless status
Veteran status
Documentation of regular case notes
Client Lease
Lead Based Paint
VAWA
Documentation of rent reasonableness
Documentation of HQS
Completed Environmental Review (if applicable)
Annual Re-certification (if applicable)