



Monitoring and Technical Assistance





Monitoring

- Purpose of monitoring is to determine whether grant activities are implemented:
 - In compliance with statute, 24 CFR Part 578, NOFA, Notices, OMB Supercircular, and other programmatic guidance
 - As described in approved application
- Monitoring review can be remote or on-site



Monitoring Areas

Program
Participants

Housing

Supportive
Services

Project
Progress

Match
Documentation

Subrecipient
Management

Overall
Management

Financial
Management

Cost
Allowability

Procurement

Equipment and
Equipment
Disposition

Other Federal
Requirements



Common Monitoring Findings

- Documentation of participant eligibility
- Match documentation
- Rent calculations
- Housing quality standards (HQS)
- Termination



Common Monitoring Findings

Compliance Issue:

Failure to maintain sufficient documentation to support eligibility:

- ✓ Documentation of homelessness
- ✓ Documentation of disability
- ✓ Documentation of chronic homelessness

- ✓ No support documentation
- ✓ Unclear chronology of homeless episodes for chronically homeless
- ✓ Inconsistencies



Common Monitoring Findings

Compliance Issue:

Failure to meet the program match requirements

- ✓ Insufficient match
- ✓ Ineligible sources used as match
- ✓ Inadequate tracking and documentation of match



Common Monitoring Findings

Compliance Issue:

Failure to calculate and/or document rent payments correctly

- ✓ Overcharging rent
- ✓ Income verification inadequate
- ✓ Not including utility allowance
- ✓ Not reviewing income annually



Common Monitoring Findings

Compliance Issue:

Failure to comply with HQS requirements

- ✓ Inspections completed after the participant moves into the unit
- ✓ Proper inspections not performed at all, or completed poorly (important problems missed)
- ✓ Inspection forms incomplete
- ✓ Forms not signed and/or dated



Common Monitoring Findings

Compliance Issue:

Noncompliance with termination requirements

- ✓ No written policy
- ✓ Failure to follow written policy
- ✓ Not affording participant due process



Monitoring by Recipients

- Recipients must monitor subrecipients at least annually
- Recipients and subrecipients should monitor themselves



Technical Assistance





Technical Assistance

- List of CoC resources including webinars, user guides, and tools can be found at: www.hudexchange.info/coc
- Technical assistance requests can be made through your CPD Representative or at www.hudexchange.info