Monitoring

http://hsh.sfgov.org
When you think about ‘Monitoring’…..

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HUD has provided informal notice that San Francisco CoC has been selected to be monitored as part of their Annual Monitoring Schedule.

Monitoring Activities will begin in July 2019.

HSH’s CoC staff is using this opportunity to strengthen our CoC policies and practices including building capacity and support to the CoC’s project award agencies.

Two (02) CoC funded projects will be selected to participate in On-site Monitoring.

If selected by HUD, HSH will contact you and let you know the next steps including the details of HSH’s support and the proposed timeline for HUD’s visit.
Components of On-site Monitoring

- Project Scope of Work
- Applicable Local, State and Federal Regulatory Requirements
  a) Participant Eligibility
  b) Income Determination
  c) Fair Market Rent
- Local Standards
  a) Participation in CES
  b) Housing First
- HMIS & Reporting
- Compliance with Federal Protections

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Project Scope of Work

- **Basic Program Review**
  - Are you serving who you said you would serve?
  - Are you serving how many people you said you would serve?
  - Are you providing the services you said you would provide?
  - Are you maintaining confidential information appropriately?
  - Written grievance and termination process

- **Review of a sample of participant files**
  - Release of Information
  - Homeless Eligibility
  - Client Intake
  - Referrals
Applicable Local, State and Federal Regulatory Requirements

- Homeless Eligibility Documentation
- Income Determination
- Fair Market Rent
- Homeless/Formerly Homeless person on your Board
- Signed rental/lease agreement or occupancy agreement
- Housing Quality Standards inspection
- Are children enrolled in school?
Local Standards

- What does CES participation mean for your organization?
- Are you in compliance with local written standards that apply to your program?
- Does your agency have its own policies and procedures?
- Are you Housing First?
Does your agency have its own privacy policy?

Do you have privacy policy posted?

Have you turned in your APR on time?
Compliance with Federal Protections

- Reasonable Accommodation Policy
- No procedures that involuntarily separate families
- No policies that discriminate based on race, color, national origin, religion, sex, age, familial status, or handicap

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What do I do to prepare?

http://hsh.sfgov.org
NEW HSH CoC Monitoring Tool

• Presented at the Friday, July 12th Meeting

HSH Standard CoC Forms (application, file checklists, etc.)

HSH On-going Technical Assistance

• Trainings
• One-on-one Support

HOMCoCprogram@sfgov.org
Questions?

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