



FY24 WV BoS CoC Monitoring Summary Report

Agency: _____

Project Grant Number(s): _____

I. Monitoring Scope & Materials Reviewed (Check All That Apply)

A. Participant File Review

3 participant files reviewed (or 1 per project if multiple projects)

HMIS IDs reviewed: _____

B. Fiscal & Financial Review

Chart of Accounts

Most recent Audit and IRS Form 990 (*when applicable*)

Agencies with one CoC/YHDP funded project:

1 draw reviewed (selected month): _____

Includes:

- Payroll costs
- 3 examples of backup documentation (e.g., invoices, timesheets, lease, rent ledger)
- Financial request procedures reviewed (approval, submission, reimbursement)

Agencies with two or more CoC/YHDP funded projects:

2 draws reviewed (selected months): _____

Includes:

- Payroll costs
- 2 examples of backup documentation per draw (e.g., invoices, timesheets, lease, rent ledger)
- Financial request procedures reviewed (approval, submission, reimbursement)

C. Grant Management & Compliance

- Most recent Environmental Review documentation
 - Match tracking & documentation
 - Program Income tracking & documentation (if applicable)
 - Technical Submission in *e-snaps* (if applicable)
 - Code of Conduct
 - Operational, Financial, and Programmatic Policies
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II. Participant File Review

Files reviewed meet minimum documentation standards:

- Yes No Partial

HMIS ID #: _____

Intake documentation and releases

- Agency Release of Information (ROI)
- HMIS ROI (if applicable)
- Coordinated Entry System (CES) referral documentation
- Program agreements (mutual expectations, grievance/termination)

Homelessness and eligibility documentation complete and appropriate for project type

- Verification form and documentation of Homeless Status
- Verification and Certification of Disabling Condition (PSH only)
- Documentation of Length of Time homeless (PSH only)

Unit Information

- Executed lease, sublease, or occupancy agreement on file
- VAWA lease addendum
- Lead-based paint inspection form
- Documentation that the participant was provided information on lead paint hazards
- Rent reasonableness and Fair Market Rent documentation complete
- Housing Quality Standards (HQS) or NSPIRE Inspection
- Documentation that Fair Housing law information was provided to the participant

Financial Assistance documentation

- Evidence of rental assistance/leasing payments on file
- Participant rent contribution documented (if applicable)

Case Management documentation

- Housing Stabilization Plan completed and maintained in file

Evidence of ongoing case management

- At least monthly contact documented (or attempted) with case notes
- Monthly budgeting documentation

Evidence of connection or referrals to:

- Mainstream benefits
- Healthcare and/or behavioral health services
- Employment and/or education resources
- Assistance with SSI/SSDI applications for participants with disabling conditions
- Housing resources or long-term housing options

Overall Client File Compliance Rating:

- Meets Expectations
 - Minor Issues
 - Significant Issues
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III. Project Data & Performance Snapshot

- Project Number:
 - Project Type:
 - Timely APR submission:
 - Units/Beds:
 - Utilization:
 - Positive Exits Destinations:
 - Length of Time between Project Start and Housing Move-In Date:
 - Increase in Income for Project Stayers/Leavers:
 - # of Participants Currently Enrolled for more than 5 Years (PSH only):
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IV. Fiscal Oversight Summary

Draw Review Findings:

- Payroll documentation adequate: Yes No
- Costs reviewed are eligible & within approved budget: Yes No
- Approval & segregation of duties evident: Yes No

Match:

- Match documented and tracked appropriately: Yes No N/A

Program Income (if applicable):

- Program income properly documented and expended within grant term: Yes No N/A

Overall Fiscal Compliance Rating:

Meets Expectations Minor Issues Significant Issues

V. Areas of Concern / Findings

Overall Grant Management / Compliance:

Severity: Low Moderate High

Required Action:

Responsible Party:

Due Date:

Fiscal Processes / Oversight:

Severity: Low Moderate High

Required Action:

Responsible Party:

Due Date:

Client Services / Programmatic:

Severity: Low Moderate High

Required Action:

Responsible Party:

Due Date:

VII. Overall Monitoring Outcome

- No Areas of Concern/Findings
- Area(s) of Concern – Additional Information Requested
- Finding(s) – Corrective Action Required

Addition Technical Assistance Recommended by the CoC: Yes No

General Comments:

Notes on Use

- This report is intended as a high-level monitoring and documentation tool, not a full policy audit.
- Detailed policy content is verified for existence and applicability, not re-evaluated line-by-line.
- Designed to support consistent, efficient monitoring across CoC projects while meeting HUD expectations.