



TX-601 CoC Program: Annual Monitoring Checklist

Updated March 2026

Agency Provides **BEFORE** On-Site Review:

Please email Kris@ahomewithhope.org no later than one week before the program's scheduled monitoring to provide the documents below. Partnership Home will review the documents before the scheduled on-site review. When providing the requested documents, if the title is different from what is described below, please list the document's title and include the page number that provides the requested information.

- **Standard Operating Policies and Procedures for:**
 - The program intake process for determining "homeless/at risk of homelessness" status
 - Program Operation
 - Recordkeeping
 - Sub-recipient oversight/monitoring if applicable
- **Financial Policies and Procedures for:**
 - Maintaining fiscal controls
 - Accounting procedures
 - Procurement procedures
 - **Ensuring CoC Program funds are used according to the following requirements:**
 - Violence Against Women Act (VAWA) Policy
 - Emergency Transfer Plan Template
 - Antidiscrimination/Fair Housing Policy and Compliance
 - Termination Policy
 - Housing First Policy
 - Environmental review if applicable
- **Financial Documentation**
 - Screenshots of quarterly eLOCS drawdowns (spending to date)
 - Match documentation demonstrating grant funds, except leasing, are matched with no less than 25 percent of in-kind contributions from other sources.
 - Name and title of staff who have been billed under the grant from 1/1 to 4/1 of the current calendar year.

- Timecards for staff billed under the most current grant cycle from 1/1 to 4/1 of the current calendar year.
- If a rental project, provide the last 6 months of proof of payment/payment receipts for rental payments for identified clients.
- Itemized breakdown of all expenses included in the last three eLOCS drawdowns.
- **Name and Title of Designated Staff Person Responsible For:**
 - Attending Case Conferencing and Committee Meetings
 - Most recent PIT (Point in Time) Count
 - Ensuring children in the program are enrolled in school and connected to appropriate services if applicable
- **Additional Information:**
 - Names and Titles of current Board Members.
 - Contact information for Board President.

Agency Provides at the BEGINNING and THROUGHOUT Grant Year:

Program Managers should send these items to Kris@ahomewithhope.org as they receive and/or complete them throughout the grant year. Partnership Home should have these items on file. **If not on file, please email Kris@ahomewithhope.org no later than 1 week before your monitoring.**

- Close out letter from the previous grant year.
- Award letter and grant agreement for the current grant year
- Documentation of grant amendments, including request and approval for the current grant year if applicable (send these to Partnership Home as they occur)
- HUD audit if applicable
- Homeless participation (provide roster of Board of Directors and other decision-making entities and identify members with lived experience)
- Sub-recipient agreements and/or procurement contracts if applicable (send these to Partnership Home as they are executed)

Partnership Home Provides BEFORE on-site Review:

- Final HUD-approved APR (Annual Performance Report) from previous year.
- Total Grant Amount
- APR (Annual Performance Report) from most recently completed grant year.
- Original eSNAPs application 1. Project goals as determined in the application and 2. Did the program merge or expand?
- Previous Competition Scorecard
- Current Competition Scorecard
- CoC/CES Participation:

- Number of referrals from the Coordinated Entry System that have been accepted, canceled, and declined.
- Participation in Case Conferencing and Sub-Population or Committee Meeting(s).

Evaluated DAY OF On-Site Review:

- 10 Client Files (If the project has fewer than 10 current clients, exited client files may be reviewed.)
 - Documentation that participants are entered into HMIS (Homeless Management Information System) or a comparable database
 - Documentation participant was screened via the Coordinated Entry System
 - Documentation of homelessness, at risk of homelessness, and disability at intake (participant eligibility)
 - Documentation of initial and follow-up Housing Quality Standards inspections
 - Documentation of the ongoing assessment of service needs of all participants and adjustment of services as necessary (Service Plan)
 - Leasing and rental assistance documentation and compliance
 - Occupancy agreement, lease, or sub-lease agreement of at least one year that was renewable (for at least one month) and terminable only by cause
 - Rents charged for a structure or unit assisted with leasing or rental assistance funds meet income requirements listed in 24 CFR Part 578.77 of HUD Regulations
 - Compliance with lead-based paint requirements listed in 24 CFR Part 35, if applicable
 - Examination of income at intake and at least annually for all program participants
- Discuss the Program's implementation of Housing First:
 - Applicants can enter the program without committing to supportive services, with no expectations of sobriety, or with poor rental or financial history.
 - What is the reason, if any, a client would be denied access to the program?
 - How do you ensure housing and service goals are client-driven?
- Discuss project goals as determined in the most recent grant application.

