

# Continuum <sup>Western VA 513</sup> of Care

## Annual Monitoring Checklist

One copy of the following items (if applicable) should be provided to the Compliance and Evaluation Committee

### Program

- Copy of grant agreement(s)
- Agency's most recent HUD APR or DHCD Financial and Performance Report
- Copy of any client sample program surveys administered by agency
- HMIS Annual Summary Report (if applicable)

### Administration

- Certificate of Insurance (Liability, Board/Volunteer)
- Board of Health Certificate (if applicable)
- Inspection certificate for fire extinguishers and alarms
- Applicable MOU's that you have with anything related to federal or state CoC funds

Provide the following ONLY if this is the first program monitoring or if there has been a change to the documents from the previous year:

- Copy of employee policy and procedure manual (including a confidentiality agreement, termination of assistance policy, written procedures for financial management)
- Employee anti-discrimination policy
- Program policy and procedure manual
- List of Board Members (includes names, addresses, telephone numbers and terms)

### Financials

- Project budget/Operations budget demonstrating 3 months operation
- Copy of most recent audit
- Copy of last drawdown submission to DHCD and/or HUD
- Program Participant (Client) Eligibility Policy
- Agency-Specific Ethics Code of Conduct Policy
- Grievance Policy

### Client Files

- The following client files:
  1. Client ID: \_\_\_\_\_
  2. Client ID: \_\_\_\_\_
  3. Client ID: \_\_\_\_\_