



## HSNH - VHSP Monitoring Preparation Checklist

**Organization being monitored:**

**Date of Visit:** \_\_\_\_\_

<b>Agency Policies:</b>	
<input type="checkbox"/>	Non-discrimination and Equal Opportunity Policy (Program Guidelines p. 11)
<input type="checkbox"/>	Confidentiality Policy (Program Guidelines p. 4, 24 CFR 576.500a)
<input type="checkbox"/>	Conflict of Interest Policy (Program Guidelines, p. 9, 24 CFR 576.404)
<input type="checkbox"/>	Program Participant Grievance Policy (Program Guidelines p. 5) (Agency Code of Conduct Policy)
<input type="checkbox"/>	Termination of Assistance Policy (Program Guidelines p. 5)
<input type="checkbox"/>	Personnel Policies including Drug Free Workplace and Anti-Lobbying (Grant Agreement sec. IV)
<input type="checkbox"/>	Written procedures for financial management (24 CFR 576.500)
<input type="checkbox"/>	Written procurement procedures (24 CFR 576.500)
<input type="checkbox"/>	ADA Compliance (Program Guidelines, p. 4)
<input type="checkbox"/>	Written whistleblower protection information (Program Guidelines, p. 8)
<b>Additional documents to be provided:</b>	
<input type="checkbox"/>	Organizational chart with staff titles and lines of authority for all individuals
<input type="checkbox"/>	Chart of accounts (remittance reports)
<input type="checkbox"/>	All MOUs, contracts, and/or subgrant agreements related to the HSNH grants
<input type="checkbox"/>	If the agency received funding for administrative expenses, provide the Back-up documentation for administrative expenses billed to the HSNH grants for the current and previous program year (if applicable)
<input type="checkbox"/>	Program policies for each program activity funded by HSNH grants (as applicable: Outreach, Centralized or Coordinated Assessment/Entry System, Prevention, Emergency Shelter, Rapid Rehousing)
<b>Day of Review (Prepare accordingly and have these documents readily available on-site)</b>	
<input type="checkbox"/>	Updated policies, procedures, and processes related to HSNH activities
<input type="checkbox"/>	Fair Housing (Grant Agreement IV(c), Program Guidelines pg. 4)
<input type="checkbox"/>	Board Structure (24 CFR 576.405)
<input type="checkbox"/>	Participant Files (24 CFR 576.500a)



<input type="checkbox"/>	Financial Documentation (remittance requests and all written source documentation for expenditures) (OMB A-122) (current audit) (reviewer to check with Chair of C& E Comm)
<input type="checkbox"/>	Personnel Activity Reports (payroll/salary information and time & activity sheets) (OMB A-122)
<input type="checkbox"/>	<p>Demonstration of referral and connection to homeless and mainstream services, if applicable*.</p> <p>(a) Medicaid (42 CFR chapter IV, subchapter C);  (b) Supplemental Nutrition Assistance Program (7 CFR parts 271– 283);  (c) Women, Infants and Children (WIC) (7 CFR part 246);  (d) Federal-State Unemployment Insurance Program (20 CFR parts 601– 603, 606, 609, 614–617, 625, 640, 650);  (e) Social Security Disability Insurance (SSDI) (20 CFR part 404);  (f) Supplemental Security Income (SSI) (20 CFR part 416);  (g) Child and Adult Care Food Program (42 U.S.C. 1766(t) (7 CFR part 226));  and others that are applicable under 576.400(c).</p> <p>*This information may be contained within the intake form, assessment, housing plan, or a separate mainstream resources checklist. The document must be maintained within the client file.</p> <p><b>Client Files</b></p> <p><input type="checkbox"/> The following client files:</p> <ol style="list-style-type: none"> <li>1. Client ID: _____</li> <li>2. Client ID: _____</li> <li>3. Client ID: _____</li> </ol> <p>Updated 2/1/2023</p>

