

**CoC FY\_\_\_\_ PROGRAM MONITORING DETAILS**  
**AGENCY NAME**

**THIS IS A SAMPLE DOCUMENT AND IS SUBJECT TO CHANGE**

- A. Policies & Procedures to be reviewed during the upcoming program monitoring/TA session:
1. *Priority of Confidentiality of Client Records Policy* - [§ 578.103\(b\)](#)
  2. Any policies and procedures flagged during the most recent round of program monitoring
- B. Client File documentation to be reviewed include:
1. Verification of Homelessness - [§ 578.103\(a\)\(3\)\(4\)\(5\)](#); [§ 583.301\(b\)](#)
  2. Verification of Disability (if applicable) - [§ 583.301\(c\)](#)
  3. Proof of Income - [§ 578.103\(a\)\(7\)](#) ; [§ 5.611\(a\)](#)
  4. Tenant Rent Calculation Worksheet - [§ 578.77\(c\)](#)
  5. Rent Reasonableness Form - [§ 582.305\(b\)](#)
  6. Lease and/or Occupancy Agreement - [§ 578.51\(a\)\(l\)](#)
  7. HQS Compliance – Inspection Form - [§ 582.305\(a\)](#)

**CLIENTS SELECTED**

*Between 2-5 clients selected based on voucher/s submitted or 10% of total number served during  
FY\_\_\_\_\_*

**Client IDs**

«Awards\_IDs\_for\_Monitoring\_Form»

**REFERENCES / RESOURCES**

[CoC Program Interim Rule - HUD Exchange](#)

[CoC FAQs - HUD Exchange](#)

[Protecting PII](#)

[CoC Program Grants Administration User Guide \(hudexchange.info\)](#)

*Please contact [Compliance@caresny.org](mailto:Compliance@caresny.org) regarding any questions or concerns.*