

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 regarding any questions or concerns.