

ESG YR\_\_\_ PROGRAM MONITORING INSTRUCTIONS  
SAMPLE AGENCY

**Non-DV Providers:** ESG YR\_\_\_ program monitoring will be conducted in tandem with CoC FY22 monitoring in summer of YEAR.

**CLIENT SAMPLES – HMIS/AWARDS IDs**

*(Minimum of two/max of five clients selected based on 10% of total clients served during the contract year)*

**SAMPLE CLIENT IDS: 12345, 54321, 01234**

**For Non-DV: REDACTED CLIENT FILE DOCUMENTATION**

1. **Evidence of Homelessness or At Risk of Homelessness** [§ 576.500\(b\)\(c\)](#)
2. **Copy of Initial Evaluation of Program Participant Eligibility & Needs** [§ 576.401\(a\)\(b\)](#)
  - 2a. **Homeless Prevention:** Evidence of re-evaluations conducted no less than every three months [§ 576.401\(b\)\(1\)](#)
  - 2b. **RRH Projects:** Evidence of re-evaluations conducted at least once annually [§ 576.401\(b\)\(1\)](#)
3. **Services & Assistance Provided to Program Participant** [§ 576.500\(f\)\(1\)](#)
4. **Housing Standards** [576.500\(j\)](#)
5. **Evidence of Connecting Program Participants to Mainstream & Other Resources** [§ 576.401\(d\)](#)
6. **RRH and Homeless Prevention Projects Providing Rental Assistance:** Provide copy of clients' rental assistance agreement & lease cover page [§ 576.500\(h\)](#)

CARES' Compliance Team will also pull relevant pages of ESG YR 49 CAPERs from HMIS to review program progress towards Performance Measures as outlined in executed contracts and CoC Written Standards:

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| <b>Emergency Shelters:</b> At least 30% of households exited to permanent housing destinations   |
| <b>Homelessness Prevention Programs</b><br>At least 20% increase in diversions for homeless households<br>At least 80% of households served maintained permanent housing for 90 days after discharge               |
| <b>Rapid Rehousing Programs</b><br>At least 80% of households served were placed in permanent housing within 60 days<br>At least 80% of households served maintained permanent housing for 90 days after discharge |

**REFERENCES & RESOURCES**

- [ESG Law, Regulations & Notices](#)  
[ESG Requirements](#)  
[ESG Program Components Quick Reference Guide](#)  
[Protecting PII](#)

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