Homeless Alliance for the Lower Shore Continuum of Care (CoC) Policy			
Procedure: Monitoring Process for CoC Funded Programs and Reallocation Process	Effective:		Revised: 8/30/2016
Approved by:	Name:	**Date:** 9-9-16	

I. Purpose

Need to develop a monitoring process for all Permanent Supportive Housing Programs based on using the following HUD objectives: (1) increase progress towards ending chronic homelessness; (2) Increasing housing stability; (3) Increase project participants' income; (4) Increase the # of participants obtaining mainstream benefits. The Monitoring process may recommend reallocation if a program is not meeting CoC goals.

II. Policy

Homeless Alliance for the Lower Shore (HALS) Continuum of Care (CoC) will collaborate with each CoC funded PSH program to insure that HUD objectives are being met. If the CoC determines that a PSH program is not meeting the objectives, additional assistance will be given by members of the CoC Governance Board. If these efforts are not successful, the Governance Board may recommend reallocation to the CoC for a vote. In addition, at the start of the CoC Competition, CoC funded programs will be asked if they desire to reallocate their projects. As all of the HALS CoC Funded Projects provide permanent supportive housing, reallocation does not help achieve the goal of providing more permanent supportive housing in the CoC.

III. Procedure for Local Implementation Plan – Monitoring of CoC Funded Projects

- All PSH Programs will prioritize placement of chronically homeless individuals and families when filling PSH vacancies.
- PSH Programs will use an updated intake form to capture updated income, disability and non-cash benefit amount for all program participants. This form will be used to update information in HMIS annually.
- HMIS system administrator will provide training and technical assistance to PSH staff to ensure accurate income, disability and non-cash benefits amounts is entered into HMIS.
- The HALS CoC Monitoring and Ranking Committee will review HMIS generated Annual Progress Reports bi-annually and expenditure data to determine if funding is being spent appropriately.
- To assist the monitoring process, the HMIS Administrator will capture APR data into a spreadsheet to ensure that HUD objectives are being met.
- Any findings by the Monitoring Committee will be sent to PSH Program staff with a date for a required response.
- After the response is received, the Monitoring Committee will determine if additional

assistance is needed by any of the PSH Programs. The Governance Committee will arrange for the additional assistance.
- If the additional assistance is not successful and the PSH Program cannot meet the CoC goals, the Governance Board may recommend reallocation to the CoC for a vote.
- The PSH Program will be notified in writing of the decision of the CoC.

IV. Procedure for Local Implementation Plan – CoC ranking of CoC funded Projects

- At the start of the CoC NOFA CoC Competition, the Monitoring and Ranking Subcommittee will be assembled from CoC members who have the expertise to review the project applications, APRs and spreadsheets documenting the performance of CoC funded projects from the previous year. No CoC funded Program staff will be allowed to participate in the ranking of the projects.
- The Monitoring and Ranking Subcommittee will score each renewal project on a 100 points based upon 10 criteria that evaluates: (1) Applicant capacity and active CoC participation; (2) Match provided for the grant (3) Addressing the needs of the Chronically Homeless; (4) Project follows a Housing First model; (5) HMIS entries; (6) Bed Utilization Rates; (7) Budget review of grant and expenditures including funds recaptured by HUD; (8) Project applicants maintain housing stability to meet HUD and CoC objectives; (9) Project increases participant income; and (10) Timely drawdowns of funds in eLOCCS.
- For New Projects, CoC Monitoring and Ranking Subcommittee will score based upon the plan to address the criteria above, with the exception of #10. For #10, new projects will be scored to determine if placement of this project above existing projects will result in the displacement of participants currently housed, therefore contributing to increased homelessness.
- After scoring the projects, the Subcommittee will rank the projects for inclusion in the CoC Priority Listing. This ranking will be shared with the CoC Funded Projects being reviewed.
- At the next CoC meeting, the full CoC will vote to approve or modify the Subcommittee's recommendation for the CoC Priority Listing which will be the final that will be posted to the HALS CoC Website and sent to HUD along with the CoC Application.

V. Procedures for Local Implementation Plan – Reallocation

- Just prior to the CoC NOFA Competition, each CoC Funded Projects will be asked about their desire to voluntarily reallocate their project.
- Monitoring Process – If problems are identified in III above as a result of annual Program monitoring and the issues are not corrected within the specified time period, the Governance Committee may notify the CoC Funded PSH program that they will recommend reallocation to the full CoC. At the next CoC meeting following the notice to the CoC Funded Program, the findings of the Monitoring Review will be given to the full CoC and they will be asked to vote on whether or not to reallocate the Project in the new CoC NOFA Competition.
- CoC Ranking Review – Scores below 70 in the prior CoC NOFA competition will be recommended for reallocation in next year's competition and voted upon by the full CoC.