



# Kansas Statewide Homeless Coalition

## Monitoring & Technical Assistance Guidelines

Approved Performance & Compliance Committee: 2/3/2022	Approved Steering Committee: 2/18/2022
Revised Performance & Compliance Committee:	Revised Steering Committee:

### Purpose

The Continuum of Care (CoC) program Interim Rule requires CoC's to monitor recipient and subrecipient performance and outcomes of ESG and CoC Programs. As such:

- The Kansas Balance of State (BoS) Governance Charter designates the BoS CoC's Performance and Compliance (P&C) Committee with determining:
  - CoC Program funding priorities,
  - A rank and review process for the CoC Program NOFO, and
  - Performance goals, monitoring tools and protocols for the CoC Program.
- The Kansas Balance of State (BoS) Governance Charter designates the Collaborative Applicant, currently the Kansas Statewide Homeless Coalition, with supporting the P&C Committee by completing monitoring and summarizing results for the CoC Steering Committee.
  - Foremost, Kansas Statewide Homeless Coalition works to enhance and develop the management capacity of program applicants by providing guidance, technical assistance, and training opportunities.
  - Renewal CoC applications are considered for continued funding based on their past performance.
  - Any renewal project for which the preceding grant has had serious capacity issues, including performance and financial problems or unresolved monitoring findings by HUD, and for which there is no evidence by the Grantee of work towards appropriate corrective actions, may be reallocated by the Rank and Review Committee, as specified by the KS-507 BoS CoC Reallocation Policy.

### Oversight Process

Regular oversight of BoS CoC funded projects occurs through CoC participation, scheduled monitoring site visits, and a review of HUD monitoring report findings. Monitoring visits may include a review of Annual Performance Reports, HMIS Clarity reports, agency independent audits, and eLOCCS draws. All projects are visited at least every three years. New project, and

*2001 Haskell Ave. Lawrence, KS 66046*

[Staff@kshomeless.com](mailto:Staff@kshomeless.com)

[www.kshomeless.com](http://www.kshomeless.com)

those in need of additional support may be visited more often to assist with identified technical needs to improve performance.

#### **Oversight Expectations and Determinants:**

- Grantee has participated in the BoS CoC planning process by attending BoS CoC Committee and/or regional planning meetings during the past year. This is assessed by a review of attendance.
- Grantee has participated in mandatory Point-in-Time counts. This is assessed by a review of volunteer logs and/or survey submissions.
- Grantee has a completed CoC Application on file with the BoS CoC.
- Grantee can document that performance toward plans and goals established in the initial grant application, including any HUD approved amendments, have been accomplished. This is determined by a review of the original application, proof of HUD approved grant amendments and a review of program files.
- Grantee has ensured that all children have been enrolled in early childhood education programs, or in school, as appropriate, and connected to appropriate services within the community.
- Grantee is in compliance with the KS-507 BoS CoC Reallocation Policy, in that at least 90% of grant funds have been expended over a 2-year period. This is assessed through documented eLOCCS reports.
- Grantee provides proof of continued program and fiscal capacity. This will be determined by a review of audit reports and HUD monitoring reports for findings and verification by the grantee and/or project sponsor that corrective action steps are being implemented.
- Grantee is participating in the HMIS. This is determined by adherence to the Data Quality Plan and HMIS reports.

Agencies that fail to cooperate with oversight and technical assistance efforts by the Kansas Statewide Homeless Coalition risk the rejection of their renewal application by the BoS CoC.

#### **Technical Assistance**

KSHC provides technical assistance visits to CoC funded grantees upon request. The technical assistance site visits are conducted by the KSHC's Director of Outreach and Community Engagement and may include other KSHC's team members as necessary. The purpose of the technical assistance site visit is to strengthen the project design and to provide education or clarification on CoC program regulations. The requested site visits can be for specific assistance, such as help with budgets, or can be more of a comprehensive assessment of the project. During the site visits, KSHC staff provide immediate assistance with any findings or concerns. A formal written report is not provided. Grantees request the site visits by contacting the KSHC's Director of Outreach and Community Engagement.



## Kansas Statewide Homeless Coalition

KSHC will visit all new grantees during the first six (6) months of program implementation to offer technical assistance and to assure proper grant management.

### **Grantee Monitoring Visits**

KSHC develops a monitoring schedule with CoC funded grantees based on past project performance and date of last program monitoring. Staff from KSHC conduct the grantee monitoring visits which provide a comprehensive evaluation of the project. KSHC staff submit a visit notification to the grantee at least thirty days (30) in advance of the scheduled visit detailing expectations and requests. The grantee is responsible to convey needed information to its project sponsor, if applicable.

Forms developed/approved by the BoS CoC Performance & Compliance Committee are used during the scheduled visits. A review of Annual Performance Reports, HMIS Clarity reports, agency independent audits, LOCCS draws, as well as HUD monitoring report findings is included. A program review is conducted including participant files to ensure that appropriate services are being provided. A review of fiscal files is included to ensure that funds have been expended according to the application/agreement and federal guidelines. Upon completion of the monitoring visit, KSHC will provide the grantee a written summary of any concerns and findings of the reviewers along with actions steps needed to correct them.

Grantees who have monitoring visits by HUD during the timeframe that they are scheduled for a monitoring visit from KSHC may submit a copy of HUD's final monitoring report to the BoS CoC Committee and request an exclusion for that year.