|  |
| --- |
| Guide for Review of CoC Homeless Management Information System (HMIS) Requirements |
| **Name of Recipient:**       |
| **Name of Subrecipient(s):**       |
| **Grant Number:**       |
| **Project Name:**       |
| **Staff Consulted:**       |
| **Name(s) of Reviewer(s)** |       | **Date** |       |

**NOTE:** All questions that address requirements contain the citation for the source of the requirement (statute, regulation, NOFA, or grant agreement). If the requirement is not met, HUD must select “NO” in response to the question and make a finding of noncompliance. All other questions that do not contain the citation for the requirement do not address requirements, but are included to assist the reviewer in understanding the participant's program more fully and/or to identify issues that, if not properly addressed, could result in deficient performance. Negative conclusions to these questions may result in a "concern" being raised, but not a "**finding**."

**Instructions:** This Exhibit is designed to assess the recipient’s compliance with the Homeless Management Information Systems (HMIS) program component in the Continuum of Care (CoC) Program. It is divided into three sections: Lead Costs; Recipient/Subrecipient Costs; and Project Administration.

**Questions:**

A. LEAD COSTS

1.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Do the documents on file show the CoC designated the recipient as the HMIS Lead?[24 CFR 578.7(b)(2)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
|       |

2.

|  |
| --- |
| Did the HMIS Lead, designated by the CoC, only expend grant funds to pay the following costs, as well as the staff and overhead costs directly related to carrying out these costs: |
| 1. Hosting and maintaining HMIS software or data?

[24 CFR 578.57(a)(2)(i); 24 CFR 578.103(a)(17)]  |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| 1. Backing up, recovering, or repairing HMIS software or data?

[24 CFR 578.57(a)(2)(ii); 24 CFR 578.103(a)(17)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| 1. Upgrading, customizing, and enhancing the HMIS?

[24 CFR 578.57(a)(2)(iii); 24 CFR 578.103(a)(17)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| 1. Integrating and warehousing data, including development of a data warehouse for use in aggregating data from subrecipients using multiple software systems?

[24 CFR 578.57(a)(2)(iv); 24 CFR 578.103(a)(17)]  |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| 1. Administering the system?

[24 CFR 578.57(a)(2)(v); 24 CFR 578.103(a)(17)]  |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| 1. Reporting to providers, the Continuum of Care, and HUD?

[24 CFR 578.57(a)(2)(vi); 24 CFR 578.103(a)(17)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| 1. Conducting training on using the system, including traveling to the training?

[24 CFR 578.57(a)(2)(vii); 24 CFR 578.103(a)(17)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
|       |

B. RECIPIENT/SUBRECIPIENT COSTS

3.

|  |
| --- |
| Did the recipient/subrecipients only expend grant funds to pay for the costs of contributing data to the HMIS designated by the CoC, as well as the staff and overhead costs, directly related to the following activities: |
| 1. Purchasing or leasing computer hardware?

[24 CFR 578.57(a)(1)(i); 24 CFR 578.103(a)(17)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| 1. Purchasing software or software licenses?

[24 CFR 578.57(a)(1)(ii); 24 CFR 578.103(a)(17)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| 1. Purchasing or leasing equipment, including telephones, fax machines, and furniture?

[24 CFR 578.57(a)(1)(iii); 24 CFR 578.103(a)(17)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| 1. Obtaining technical support?

[24 CFR 578.57(a)(1)(iv); 24 CFR 578.103(a)(17)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| 1. Leasing office space?

[24 CFR 578.57(a)(1)(v); 24 CFR 578.103(a)(17)]  |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| 1. Paying charges for electricity, gas, water, phone service, and high-speed data transmission necessary to operate or contribute date to the HMIS?

[24 CFR 578.57(a)(1)(vi); 24 CFR 578.103(a)(17)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| 1. Paying salaries for operating HMIS?

[24 CFR 578.57(a)(1)(vii); 24 CFR 578.103(a)(17)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| 1. Completing data entry?

[24 CFR 578.57(a)(1)(vii)(A); 24 CFR 578.103(a)(17)]  |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| 1. Monitoring and reviewing data quality?

[24 CFR 578.57(a)(1)(vii)(B); 24 CFR 578.103(a)(17)]  |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| 1. Completing data analysis?

[24 CFR 578.57(a)(1)(vii)(C); 24 CFR 578.103(a)(17)]  |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| 1. Reporting to the HMIS Lead?

[24 CFR 578.57(a)(1)(vii)(D); 24 CFR 578.103(a)(17)]  |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| 1. Training staff on using the HMIS?

[24 CFR 578.57(a)(1)(vii)(E); 24 CFR 578.103(a)(17)]  |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| 1. Implementing and complying with HMIS requirements?

[24 CFR 578.57(a)(1)(vii)(F); 24 CFR 578.103(a)(17)]  |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| 1. Paying costs of staff to travel to and attend HUD-sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act?

[24 CFR 578.57(a)(1)(viii); 24 CFR 578.103(a)(17)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| 1. Paying staff travel costs to conduct intake?

[24 CFR 578.57(a)(1)(ix); 24 CFR 578.103(a)(17)]  |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| 1. Paying participation fees charged by the HMIS Lead, as authorized by HUD, if the recipient or subrecipient is not the HMIS Lead?

[24 CFR 578.57(a)(1)(x); 24 CFR 578.103(a)(17)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
|       |

4.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If the recipient or its subrecipients are victim services providers, or legal services providers, and if they used grant funds to establish and operate a comparable database, do the records confirm that the comparable database complies with HUD’s HMIS requirements? [24 CFR 578.57(a)(3); 24 CFR 578.103(b)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
|       |

5.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Do records document the recipient met the requirement to expend grant funds for HMIS costs in compliance with HMIS requirements published by HUD? [24 CFR 578.57(b); 24 CFR 578.103(a)(17)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
|       |

C. PROJECT ADMINISTRATION

6.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Were project administration funds only expended for the payment of project administration costs related to the planning and execution of CoC activities, including costs for staff and overhead directly related to carrying out overall program management, coordination, monitoring, and evaluation; providing training on CoC program requirements and attending HUD-sponsored CoC trainings; and carrying out environmental reviews? [24 CFR 578.59(a); 24 CFR 578.103(a)(17)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
|       |