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| Guide for Review of CoC Collaborative Applicant Responsibilities  |
| **Name of Recipient:**       |
| **Name of Subrecipent(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 evaluate the Collaborative Applicant’s compliance with costs, Unified Funding Agency (UFA) costs, and Continuum of Care (CoC) planning activities, as applicable, within the CoC Program. A Collaborative Applicant is:

* The eligible applicant that has been designated by the Continuum of Care to submit an application for grant funds under this part.
* The eligible applicant that has been designated by the Continuum of Care to apply for a grant for Continuum of Care planning funds under Subpart A on the behalf of the Continuum.
* The eligible applicant that collects and combines the required application information from all applicants and for all projects within the geographic area that the Continuum has selected for funding.

Collaborative Applicants may use up to 3 percent of their Final Pro Rata Need (FPRN) Amount, or a maximum amount to be established in a CoC Program Notice of Funds Availability (NOFA) for costs of designing and carrying out a collaborative process for the development of an application to HUD; evaluating the outcomes of projects for which funds are awarded in the geographic area under the Continuum of Care program and the Emergency Solutions Grants programs; and participation in the Consolidated Plan(s) for the geographic area(s). UFAs may use up to 3 percent of their FPRN, or a maximum amount to be established by the NOFA, whichever is less, for ensuring that all financial transactions carried out under the CoC program are conducted and records are maintained in accordance with generally accepted accounting principles, including arranging for an annual survey, audit, or evaluation of the financial records of each project carried out by a subrecipient funded by a grant received through the CoC program and for the costs of monitoring subrecipients and enforcing compliance with program requirements. If a Collaborative Applicant subgrants to an eligible applicant and/or procures an organization to carry out any CoC planning activities, the applicable CoC Program Subrecipient Management and/or Procurement monitoring exhibits must be completed by the HUD reviewer. This Exhibit is divided into two sections: CoC Planning; and Unified Funding Agency.

**Questions:**

A. CoC PLANNING

1.

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| Do the Collaborative Applicant’s records confirm that the requirement was met to ensure that all CoC planning activities paid for with grant funds were eligible per 24 CFR 578.39? [24 CFR 578.39(b-c); 24 CFR 578.59(a)] |

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

 |
| **Describe Basis for Conclusion:** |
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2.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Did the Collaborative applicant meet the requirement to use no more than 3 percent of the CoC’s FPRN or the maximum established by the NOFA released for the original funding year of the grant for planning activities?[24 CFR 578.39(a)(1)-(3); 24 CFR 578.39(b); 24 CFR 578.39(c)] |

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

 |
| **Describe Basis for Conclusion:** |
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B. UNIFIED FUNDING AGENCY

3.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Do the Collaborative Applicant’s records confirm that all CoC planning activities paid for with grant funds were eligible per 24 CFR 578.41? [24 CFR 578.41(a)] |

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

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| **Describe Basis for Conclusion:** |
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4.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Did the UFA meet the requirement to use no more than 3 percent of its FPRN or the maximum established by the NOFA released for the original funding year of the grant for planning activities?[24 CFR 578.14(a)-(c); 24 CFR 578.23(c)(5); 24 CFR 578.41(b)] |

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

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| **Describe Basis for Conclusion:** |
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5.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Were UFA costs used to monitor subrecipients and to enforce compliance with CoC program requirements? [24 CFR 578.41(c)] |

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

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| **Describe Basis for Conclusion:** |
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6.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Where the UFA carried out project(s) itself, do the records confirm the UFA met the requirement to use no more than 10% of the total amount of funds awarded for the project(s) for project administration costs? [24 CFR 578.59(b)(1)] |

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

 |
| **Describe Basis for Conclusion:** |
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7.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Did the UFA share administrative funds with its subrecipients as required?[24 CFR 578.59(b)(1)] |

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

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