|  |  |  |  |
| --- | --- | --- | --- |
| Guide for Review of CoC Transitional Housing Program 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 Transitional Housing program component and eligible costs of the Continuum of Care (CoC) Program. The Exhibit is divided into four sections: Homeless Status and Eligibility Determination; Component-Specific Requirements; Eligible Costs; and Rapid Re-Housing for Families Demonstration Program.

**Questions:**

A. HOMELESS STATUS AND ELIGIBILITY DETERMINATION

1.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Did the recipient determine whether program participants’ eligibility was adequately documented in terms of their homeless status upon entry into the program?  NOTE: The HUD reviewer MUST complete Exhibit 29-1, *Guide for Review of Homeless and At-Risk Determination/Recordkeeping Requirements*, to answer this question.  [24 CFR 578.103] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

2.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Did the recipient and its subrecipients meet the requirement to assess the participants to ensure that the eligibility criteria established by the Notice of Funds Availability (NOFA) in the year of original award (e.g., the house- hold was residing in a place not fit for human habitation, in an emergency shelter, or fulfilled the criteria for chronic homelessness) was met?  [NOFA for FY 2014 or FY 2013-2014; 24 CFR 578.103(a)(3)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
|  | |

B. COMPONENT-SPECIFIC REQUIREMENTS

3.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| a. Did the recipient and its subrecipients meet the requirement to provide transitional housing assistance for no longer than 24 months per program participant?  b. If the recipient or its subrecipients provide transitional housing assistance for participants for more than 24 months, did less than half of the homeless individuals or families remain in that project longer than 24 months?  c. If the recipient or its subrecipients provided transitional housing assistance for participants for more than 24 months, do the records show that permanent housing was not available or that the participant(s) needed additional time to prepare for independent living?  NOTE: A homeless individual or family may remain in transitional housing for a period longer than 24 months, if permanent housing for the individual or family has not been located or if the individual or family requires additional time to prepare for independent living. Confirm that permanent housing isn’t available and evaluate the reasons each individual or family needs additional time to prepare for independent living, and make a Finding if actions are not reasonable.  [24 CFR 578.37 (a)(2); 24 CFR 578.79; 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

4.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Did the recipient and its subrecipients meet the requirement to provide services to former residents of transitional housing for no more than 6 months after leaving transitional housing or homelessness, respectively, to assist their adjustment to independent leaving?  [24 CFR 578.53(a)(3); 24 CFR 578.103(a)(17) ] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

5.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Do records document that program participants receiving transitional housing assistance signed a lease, sublease or occupancy agreement of at least 1 month that was renewable for up to 24 months?  [24 CFR 578.3; 24 CFR 578.103] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

C. ELIGIBLE COSTS

Acquisition, Rehabilitation, New Construction

6.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Did the grant agreement include funding for acquisition, rehabilitation, or new construction?  NOTE: If the response is “No,” do not complete questions 7-14. | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

7.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Were grant funds for acquiring real property used for the purpose of housing or of providing supporting services to homeless persons in the facility?  [24 CFR 578.43] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

8.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Did records document that the recipient met the requirement to ensure grant funds for acquisition were used only for the cost of acquisition and for any staff and overhead costs directly related to carrying out eligible activities of acquiring real property?  [24 CFR 578.43] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

9.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Were all grant funds expended for the rehabilitation of structures expended for eligible costs (including installation of cost-effective energy measures and bringing an existing structure up to state and local government health and safety standards) as well as any staff and overhead costs directly related to carrying out these costs?  [24 CFR 578.45(b); 24 CFR 578.59(a); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

10.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If grant funds were expended on rehabilitation, do the files reflect that the property was not leased property?  [24 CFR 578.45(c); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

11.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If grant funds were used for new construction, do the documents reflect that the cost of new construction was substantially less than what the cost of rehabilitation would have been?  [24 CFR 578.47(a)(2); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

12.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Did the recipient meet the requirement that all funds expended for new construction were only expended for construction of housing?  [24 CFR 578.47(a)(1); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

13.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If funds were used for new construction, were all funds expended either to construct a new building or to expand the floor area of an existing building by at least 100 percent?  [24 CFR 578.47(a)(1); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

14.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If grant funds were used for new construction, do documents reflect that there was a lack of available appropriate units that could have been rehabilitated at a cost less than the cost expended on new construction?  [24 CFR 578.47(a)(2); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

Leasing

15.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Did the grant agreement include funding for Leasing?  NOTE: If the response is “No,” do not complete questions 16-22. | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

16.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If grant funds were used for new construction, do the documents reflect that the cost of new construction was not used on leased land?  [24 CFR 578.47(b); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

17.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If grant funds were expended for leasing structures, were they used to provide supportive services to homeless persons or for the staff and overhead costs directly related to leasing structures or individual units to provide housing or supportive services to homeless persons?  [24 CFR 578.49(a); 24 CFR 578.59(a); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

18.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If grant funds were expended for leasing structures or individual housing units, and if the structures or units were owned by the recipient, subrecipient, their parent organization(s), any other related organization(s), or organizations that are members of a partnership, did HUD authorize an exception for good cause?  [24 CFR 578.49(a); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

19.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Where grant funds were expended for leasing structures or units to provide housing or supportive services, was the rent paid reasonable in relation to rents being charged in the area for comparable space and did not exceed rents currently being charged by the same owner for comparable unassisted space?  NOTE: Where utilities are not included in the lease, and therefore not covered by leasing dollars, the recipient or its subrecipients must consider the cost of utilities when calculating whether the amount paid is reasonable.  [24 CFR 578.49(b)(1); 24 CFR 578.49(b)(2); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

20.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Where grant funds were expended for leasing individual units to provide housing or supportive services, did the recipient or its subrecipients exceed HUD-determined fair market rents (FMR)?  NOTE:Recipients and subrecipients may use other funds (not CoC Program funds or tenant rents) to pay rents that are above FMR so long as the rent is still reasonable.  [24 CFR 578.49(b)(2); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

21.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Where grant funds were expended for leasing structures or units, did the recipient or its subrecipients not exceed 2 months of actual rent for a program participants’ security deposit or first/last months’ rent?  [24 CFR 578.49(b)(4); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

22.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Where grant funds were expended for leasing structures or units to provide housing to homeless persons, were there lease agreements in place between the recipient or its subrecipients and the property owner that supports the costs charged to the grant for leasing costs?  [24 CFR 578.49(b)(5); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

23.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Were any occupancy charges or rent collected from program participants calculated as provided at 24 CFR 578.77?  [24 CFR 578.49(b)(6); 24 CFR 578.103(a)(17); 24 CFR 578.77(b)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

Rental Assistance

24.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Did the grant agreement include funding for Rental Assistance?  NOTE: If the response is “No,” do not complete questions 25-37. | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

25.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Did the recipient and its subrecipients meet the requirement to ensure that no grant funds were expended for rental assistance provided to a program participant who was already receiving rental assistance, or living in a housing unit receiving rental assistance or operating assistance through other federal, state, or local sources?  [24 CFR 578.51(a); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

26.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Were grant funds expended for rental assistance only for some or all of the following eligible costs, or the staff and overhead costs directly related to carrying out these eligible costs: rental assistance, administering rental assistance, security deposits, first/last months’ rent, vacancy payments, and damages?  [24 CFR 578.51(a)(2); 24 CFR 578.51(h)(4)(i); 24 CFR 578.51(j); 24 CFR 578.59(a); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

27.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Were program participants allowed to choose housing of an appropriate size in which to reside?  [24 CFR 578.51(c); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

28.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If program participants were required to live in a specific area for their entire period of participation, or in a specific structure for the first year and in a specific area for the remainder of their period of participation, do documents establish that the restriction to a structure or area is necessary?  [24 CFR 578.51(c); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

29.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| a. Did a household that was assisted with tenant-based rental assistance move outside of the geographic area for the household’s health and safety based on the household’s reasonable belief that they were imminently threatened for further domestic violence, dating violence, sexual assault, or stalking?  b. If so, do records document that the household complied with all program requirements during their residency and were at imminent risk of further harm?  [24 CFR 578.51(c)(3); 24 CFR 578.103(a)(5)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

30.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Where grant funds were expended for sponsor-based rental assistance, were there contracts between the recipient or its subrecipients and a sponsor organization of the program participant’s housing owned or leased by the sponsor organization?  [24 CFR 578.51(d); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

31.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For project-based rental assistance paid, were there contracts between the landlord/landowners of an existing structure and program participants where the program participant did not retain the rental assistance if they move?  [24 CFR 578.51(f); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

32.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For rental assistance paid, did the recipient or subrecipient determine whether the rent charged for the unit receiving rental is reasonable in relation to rents being charged for comparable unassisted units?  NOTE: Reasonable rent must not exceed rents currently being charged by the same owner for comparable unassisted units. | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

33.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Do case files document that the recipient or its subrecipients calculated the resident’s rent as required in 24 CFR 578.77?  [24 CFR 578.51(k); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

34.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For security deposits paid for first/last months’ rent, did the payments not exceed more than 2 months of actual rent?  [24 CFR 578.51(a)(2); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

35.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If an assisted unit was vacated before the end of the lease, did the recipient or its subrecipients pay rental assistance for vacancies for no more than 30 days from the end of the month in which the unit was vacated?  NOTE: Brief periods of stays in institutions (not to exceed 90 days) by program participants are not considered “vacant” and the recipient/subrecipient may continue to pay rent on the unit while the program participant is in the institution.  [24 CFR 578.51(i); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

36.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For property damages paid, were expenditures for a one-time cost per program participant AND did not exceed 1-month’s rent to pay for any damage to housing due to the action of a program participant?  [24 CFR 578.51(j); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

37.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For rental assistance paid, were there lease agreements in place between the program participant and the landlord/landowner?  NOTE: A three-party lease signed by the landowner/landlord, the program participant, and the recipient/subrecipient may also satisfy this requirement so long as the lease meets the requirements of 24 CFR 578.51 and establishes the landlord-tenant relationship between the program participant and the landlord/landowner.  [24 CFR 578.51; 42 U.S.C. 11304; 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

Supportive Services

38.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Did the grant agreement include funding for Supportive Services?  NOTE: If the response is “No,” do not complete questions 39-42. | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

39.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If supportive services were provided in a facility not contained in a housing structure, were funds expended only for supportive services delivery and costs classified as day-to-day operation of the supportive services facility, including maintenance, repair, building security, furniture, utilities and equipment as supportive services costs?  [24 CFR 578.53(a); 24 CFR 578.59(a); 24 CFR 578.103(a)(9)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

40.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Were supportive services paid for with grant funds necessary to assist program participants to obtain and maintain housing?  [24 CFR 578.53(a)(1); 24 CFR 578.103(a)(9)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

41.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Did the recipient or its subrecipients conduct an annual assessment of the service needs of all program participants and adjust services as necessary?  [24 CFR 578.53(a)(2); 24 CFR 578.103(a)(7)(i)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

42.

|  |  |
| --- | --- |
| If the project description in the approved grant application shows that the recipient would provide the particular type of supportive service listed below, were the grant funds expended for the costs of supportive services limited to the listed costs, including the staff and overhead costs directly related to carrying out the costs of: | |
| 1. One-time moving costs?   NOTE: Truck rental and hiring a moving company are eligible costs.  [24 CFR 578.53(e)(2); 24 CFR 578.103(a)(9)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Case management?   [24 CFR 578.53(e)(3); 24 CFR 578.103(a)(9)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Child care?   [24 CFR 578.53(e)(4); 24 CFR 578.103(a)(9)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Education services?   [24 CFR 578.53(e)(5); 24 CFR 578.103(a)(9)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Employment assistance and job training?   [24 CFR 578.53(e)(6); 24 CFR 578.103(a)(9)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Food?   [24 CFR 578.53(e)(7); 24 CFR 578.103(a)(9)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Housing search and counseling services?   [24 CFR 578.53(e)(8); 24 CFR 578.103(a)(90] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Legal services?   [24 CFR 578.53(e)(9); 24 CFR 578.103(a)(9)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Life skills training?   [24 CFR 578.53(e)(10); 24 CFR 578.103(a)(9)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Mental health services provided by licensed professionals?   [24 CFR 578.53(e)(11); 24 CFR 578.103(a)(90)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Outpatient health services provided by licensed medical professionals?   [24 CFR 578.53(e)(12); 24 CFR 578.103(a)(9)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Outreach services?   [24 CFR 578.53(e)(13); 24 CFR 578.103(a)(9)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Substance abuse treatment?   NOTE: Inpatient detoxification and other inpatient drug or alcohol treatment are ineligible.  [24 CFR 578.53(e)(14); 24 CFR 578.103(a)(9)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Transportation: Costs of program participants’ travel on public transportation or in a vehicle provided by the recipient/subrecipient to/from medical care, employment, child care, or other eligible supportive services?   [24 CFR 578.53(e)(15)(i); 24 CFR 578.103(a)(9)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Transportation: Costs of mileage allowance for service workers to visit program participants?   [24 CFR 578.53(e)(15)(ii); 24 CFR 578.103(a)(9)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Transportation: Costs of purchasing or leasing a vehicle in which staff transports program participants and/or staff serving program participants?   [24 CFR 578.53(e)(15)(iii); 24 CFR 578.103(a)(9)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Transportation: Costs of gas, insurance, taxes, and maintenance for a vehicle transporting staff serving program participants and/or staff serving program participants?   [24 CFR 578.53(e)(15)(iv); 24 CFR 578.103(a)(9)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Transportation: Costs of recipient or subrecipient staff to accompany or assist program participants to utilize public transportation?   [24 CFR 578.53(e)(15)(v); 24 CFR 578.103(a)(9)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Participant’s vehicle repairs: A one-time payment for car repairs or maintenance where public transportation did not exist or was insufficient?   [24 CFR 578.53(e)(15)(vi); 24 CFR 578.103(a)(9)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Participant’s vehicle repairs: Costs did not exceed 10 percent of the Blue Book value of the vehicle?   [24 CFR 578.53(e)(15)(vi)(A); 24 CFR 578.103(a)(9)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Participant’s vehicle repairs: Costs were paid by the recipient/ subrecipient directly to the third party that repairs or maintains the car?   [24 CFR 578.53(e)(15)(vi)(B); 24 CFR 578.103(a)(9)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Participant’s vehicle repairs: If recipient or its subrecipients required program participants to share in the cost of car repairs or maintenance as a condition of receiving assistance with car repairs or maintenance, did the records document the program participant’s contribution?   [24 CFR 578.53(e)(15)(vi)(C); 24 CFR 578.103(a)(9)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Utility deposits: A one-time fee paid directly to the utility companies?   [24 CFR 578.53(e)(16); 24 CFR 578.103(a)(9)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

Operating

43.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Did the grant agreement include funding for Operating Costs?  NOTE: If the response is “No,” do not complete questions 44-48. | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

44.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Were grant funds expended only for the costs of the day-to-day operation of housing in a single unit or structure, including the staff and overhead costs directly related to carrying out the day-to-day operation of permanent housing, including maintenance and repair of housing, property taxes and insurance, scheduled payments to a replacement reserve, building security, utilities (electricity, gas, and water), furniture, and equipment?  [24 CFR 578.55(a); 24 CFR 578.59(a); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

45.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If grant funds were expended on building security, were payments for a structure where more than 50 percent of the units or area was paid for with grant funds?  [24 CFR 578.55(a)(4); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

46.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Were no grant funds used for the operating costs of an emergency shelter or supportive services-only facility?  [24 CFR 578.55(c); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

47.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If operating costs were expended on the maintenance and repair of housing, do records document that the costs of maintaining and repairing the housing are not included in the lease (if a lease has been executed)?  [24 CFR 578.55(c); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

48.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If operating costs were expended on utilities for housing, do records document that the utilities were not included in the lease (if a lease has been executed)?  [24 CFR 578.55(c); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

Homeless Management Information System (HMIS)

49.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Did the grant agreement include funding for HMIS costs?  NOTE: If the response is “No,” do not complete questions 50-51. If the answer is “Yes,” the HUD reviewer MUST complete Exhibit 29-10, *Guide for Review of CoC Homeless Management Information System (HMIS)*, to answer questions 50-51. | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

50.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If the recipient/subrecipient is a victim services provider, or a legal services provider, and if they used grant funds to establish and operate a comparable database, do the records document that the 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:** | |
|  | |

51.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Were grant funds expended 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:** | |
|  | |

Project Administration

52.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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:** | |
|  | |

Relocation Costs

53.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| a. Did the grant agreement include funding for the costs of complying with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970?  b. Were grant funds expended on relocation costs eligible under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970?  [24 CFR 578.61(a); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

54.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Were grant funds expended for eligible costs to provide relocation payments and other assistance to persons displaced by a project assisted with grant funds?  [24 CFR 578.61(b); 24 CFR 578.83; 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

Restrictions on Combining Funds

55.

|  |  |
| --- | --- |
| Did the recipient and its subrecipients meet the requirement to not combine grant funds for the following costs in a single structure or housing unit: | |
| 1. Leasing and acquisition, rehabilitation, or new construction?   [24 CFR 578.87(c)(1); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Tenant-based rental assistance and acquisition, rehabilitation, or new construction?   [24 CFR 578.87(c)(2); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Short- or medium-term rental assistance and acquisition, rehabilitation, or new construction?   [24 CFR 578.87(c)(3); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Rental assistance and leasing?   [24 CFR 578.87(c)(4); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| 1. Rental assistance and operating?   [24 CFR 578.87(c)(5); 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

D. RAPID REHOUSING FOR FAMILIES DEMONSTRATION PROGRAM

56.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Did the recipient and its subrecipients meet the requirement that leasing funds were used as the only housing expenditure for this project?  [2008 CoC NOFA, Section I.A.4.w; 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

57.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Did the homeless families receive leasing assistance for only a period of 3-6 months or 12-15 months?  [2008 CoC NOFA, Section I.A.4.w; 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

58.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Do records document that no more than 18 months of leasing assistance was provided to any program participant?  [2008 CoC NOFA, Section I.A.4.w; 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

59.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Do records document that only homeless families were being accepted into the project?  [2008 CoC NOFA, Section I.C.12.b; 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

60.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Do records document that the homeless families originated from the streets or an emergency shelter where the family had resided for a minimum of 7 consecutive days prior to project acceptance?  [2008 CoC NOFA, Section I.C.12.b; 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

61.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Do records document that the homeless families met at least one of the moderate barriers to housing prior to being accepted into the program?  [2008 CoC NOFA, Section I.C.12.b.i-ix; 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

62.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Were supportive services funds only used for the following activities: housing placement, case management, legal assistance, literacy training, job training, mental health services, childcare services and substance abuse services?  [2008 CoC NOFA, Section I.A.4.w; 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

63.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Did the recipient or its subrecipients expend no more than 30 percent of the total award amount (award total minus 7 percent for administrative costs) for Rapid Re-Housing Demonstration Program-eligible supportive services?  [Federal Register, July 10, 2008 – NOFA – Section I. Funding Opportunity Description (A) Program Description (w) Rapid Re-Housing for Families Demonstration Program, page 39843; 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

64.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Do records document that the same single assessment tool is being used for all program participants?  [2008 CoC NOFA, Section I.C.12.c; 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

65.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Do records document that the assessment tool used by the recipient and its subrecipients contained sufficient information to meet the requirements outlined within the 2008 NOFA?  [2008 CoC NOFA, Section I.C.12.b.i-ix; 24 CFR 578.103(a)(17)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |