

**Monitoring Submission Review Form
For TPCB Administrative Staff & HMIS Staff Use
(PSH / RRH / TH)**

Project Name: Shelter Plus Care II Agency Name: City of Tucson

Project Point of Contact Name: Melissa Scaff, Jodie Barnes

Does the project's agency have voting privileges in TPCB General Council? No Yes

Does this project use HMIS? No Yes
(If a DV project, does it use an HMIS-comparable database?)

Coordinated Entry Openings, divided by / All Openings =

25.9%

Have any Coordinated Entry matches been returned to HMIS by the Project?

22 1

No (Continue to next question.)

Yes, state the reason(s) provided by the Project: _____

What is average **Person** Utilization Rate (from page 5) for the most recent 4 quarterly PIT's?

90 %
Jan 2018

93 %
Oct 2017

97 %
July 2017

92 %
Apr 2017

What is average **Unit** Utilization Rate (from page 5) for the most recent 4 quarterly PIT's?

141 %
Jan 2018

148 %
Oct 2017

157 %
July 2017

145 %
Apr 2017

Total Current Project Budget (LOCCS + Match Only)

\$ 954,050

Average Cost Per **Person** Per Year

\$ 4,917.78

Current Total Budget, divided by number of persons (adults + children) to be served during the current grant year, equals cost per person.
(Expenses / Persons Served = Cost Per Person)

Average Cost Per **Household** Per Year

\$ 10,841.48

Current Total Budget, divided by number of households to be served during the current grant year, equals cost per household.
(Expenses / Household Served = Cost Per Household)

**Monitoring Submission Completion Review Form – TPCB Administrative Staff
TH, RRH & PSH**

✓

Project Name: SPC-II, City of Tucson

1st review 2nd review
(Initials or NA)

[Handwritten initials]

<u>LD</u>	<u>SM</u>	Monitoring form
<u>LD</u>	<u>SM</u>	Subrecipient monitoring documentation
<u>NA</u>	<u>NA</u>	HUD Finding resolution documentation
<u>LD</u>	<u>SM</u>	Copy of agency's current SAM registration
<u>LD</u>	<u>SM</u>	Copy of Current HUD-approved budget
<u>LD</u>	<u>SM</u>	Documentation of project's LOCCS drawdowns at least quarterly for the last 12 months
<u>LD</u>	<u>SM</u>	Documentation of agency's most recent financial audit / review – cover / first page, summary, statement of finding / no finding, signature page
<u>LD</u>	<u>SM</u>	Documentation that the project has implemented Housing First policies and procedures
<u>LD</u>	<u>SM</u>	Copy of HMIS CE participation email and/or correspondence

Date / Time Initial Packet Due: April 2, 2018, 5:00 pm

Date / Time Initial Packet Received (as per the email timestamp): 3/29/18 9:55am

Date / Time Additional / Requested Information Due: _____

Date / Time Additional / Requested Information Received (as per the email timestamp): _____

Haley Smith, Rudy Trinidad, & Jessica Lowell participated in the Street Count 2018.

**2018 TPCB Project Monitoring Form
(PSH / RRH / TH)**

NOTE: There are no points assigned to the questions on this form. It is designed to prepare you for the next renewal application (2018 NOFA) and identify areas where projects can share best practices in order to improve community outcomes. If a Performance Improvement Plan (PIP) arises from this monitoring, failure to complete the PIP may have a negative impact when completing the project's next Rating Tool.

Project Name: _____ **Agency Name:** _____

Project Point of Contact Name: _____

Phone Number / E-mail Address: _____

Project Type: (Check One) PSH RRH TH

Is this project dedicated to specific population(s)? No Yes
If yes, check the population(s) that this project is dedicated to. (Prioritized is not dedicated.)

CH Dedicated Plus DV HIV Family Youth SMI SUD Vet

Does this project have sub-recipients? No Yes
If yes, then attach most-recent documentation of oversight of sub-recipient(s). This can be in the form of a Monitoring Report Summary, post-monitoring summary letter sent from Recipient to Sub-Recipient, or other comparable documentation, along with a copy of the contractual obligation. A copy of the contractual obligation(s) without the supporting documentation is not acceptable proof that oversight/monitoring has occurred.

Has this project been monitored by HUD in the last 12 months? No Yes

If yes, was there a finding? No Yes

If yes, has this finding been resolved? No Yes

If yes, attach a copy of the finding and documentation that it has been resolved.

How many openings has this project had in the 12 months preceding this month? _____

How many of these openings were filled through the Coordinated Entry Referral Process? _____

Describe how this project follows the Housing First Model. (250 words or less)

Who participated in the 2018 Street Count 2018 on behalf of this project?

What is the total budget amount in LOCCS for the current grant year? \$ _____

What is the match amount submitted to HUD for the current grant year?
(Do not include leverage.) \$ _____

How many persons are to be served in this project's current HUD contract? _____

How many households are to be served in this project's current HUD contract? _____

Using the CoC APR in HMIS, run for the most recent calendar year, how many persons were served on each of the 4 most recent PIT dates?

_____ Jan 2018 _____ Oct 2017 _____ July 2017 _____ Apr 2017

Using the CoC APR in HMIS run for the most recent 12-month period, how many households were served on each of the 4 most recent PIT dates?

_____ Jan 2018 _____ Oct 2017 _____ July 2017 _____ Apr 2017

Describe how this project assists participants in accessing mental health care, medical health care, integrated care, or a Health Home.

(250 words or less)

This monitoring packet should also contain the following attachments:

- Copy of agency's current SAM registration
- Copy of current HUD-approved budget
- Documentation of project's LOCCS drawdowns at least quarterly for the last 12 months
- Documentation of agency's most recent financial audit / review – cover / first page, summary, statement of finding / no finding, signature page - demonstrating that the project's financial management system meets federal standards as described in 2 CFR 200.302
- Documentation that the project has implemented Housing First policies and procedures
- Copy of email from HMIS, reporting on number Coordinated Entry Referrals

Optional area for Project to include additional information for any portion of this Monitoring.
(250 words or less)

Optional area to request peer assistance (sharing of best practices) from other projects.
(250 words or less)

Optional area to offer peer assistance (sharing of best practices) to other projects.
(250 words or less)

Acknowledgement of Performance Improvement Plan Procedure

PIPs will be recommended to the TPCH Board for projects if any of the following are found during this monitoring:

- LOCCS draws have not been occurring at least quarterly for the most recent 12 months
- Agency has not had a financial review / audit
- Project has not implemented Housing First / Low Barrier policies / procedures
- Project's agency does not have voting privileges in TPCH General Council
- Project does not use HMIS / HMIS-comparable database.
- Project has not corrected any HUD findings.
- Recipient hasn't monitored sub-recipient(s) within the last 12 months.
- Sub-recipient has unresolved issues from recipient's most recent monitoring.
- Agency does not have a current SAM registration*
- Agency's financial management system does not meet federal standards (2 CFR 200.302)*

*In addition to providing a PIP, projects will not be able to apply for renewal during the next NOFA if any of the following are found during this monitoring and remain uncorrected at the time of NOFA release:

- Agency does not have a current SAM registration
- Agency's financial management system does not meet federal standards (2 CFR 200.302)

Signature of Agency Official / Project Point of Contact

Title

Date

NOTE: There are no points assigned to the questions on this form. It is designed to prepare you for the next renewal application (2018 NOFA) and identify areas where projects can share best practices in order to improve community outcomes. If a Performance Improvement Plan (PIP) arises from this monitoring, failure to complete the PIP may have a negative impact when completing the project's next Rating Tool.