

Administrative Costs Monitoring & Evaluation

Virginia Department of Housing and Community Development

*Note: This tool was established using the Continuum of Care (CoC) regulations as established by the* [*Virginia Homeless and Special Needs Housing Funding Guidelines for 2018-2020*](https://www.alexandriava.gov/uploadedFiles/dchs/info/Homeless%20and%20Special%20Needs%20Housing%20Guidelines%202018-2020.pdf) *along with* [*CVCoC Policies and Procedures*](https://static1.squarespace.com/static/5980d3fce58c621b60cca61f/t/5b3b8e4c352f5375950bcb00/1530629710387/CVCoC%2BPolicies%2Band%2BProcedures%2Bupdate.pdf)*.*

**Agency:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Grant Amount:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Contract Year Monitored:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review Team Participating in Visit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Monitoring Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Document Prepared by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Collaborative Applicant Representative)*

**Document Reviewed by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Monitoring and Evaluation Committee Chair)*

***Based on this monitoring visit, the Monitoring and Evaluation Committee recommends this project be:***

\_\_\_\_\_\_\_ renewed \_\_\_\_\_\_\_ renewed, but reduced to: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ fully reallocated

Administrative Costs Review

***Administrative costs may include accounting for the use of grant funds, preparing reports for submission to DHCD, obtaining program audits, similar costs related to administering the grant after the award, and associated staff salaries. Administrative costs also include staff training for program and case management, as long as this training is directly related to the provision of an emergency crisis response system. As with all billed expenditures, billing for administrative costs must be based on actual costs incurred during a particular period.***

*No more than three percent of the total VHSP base funding amount may be spent on administrative costs. The base includes outreach, prevention, shelter operations, rapid rehousing, and centralized or coordinated assessment/entry.*

*While it is not necessary to detail administrative costs on reimbursements, grantees must be able to document all administrative costs and will be required to produce said documentation at the time of either on-site or desk monitorings.*

VHSP Ineligible and Prohibited Activities

VHSP ineligible and prohibited activities include but may not be limited to the following:

* Grantee past due taxes
* Grantee late fees
* Repayment of loans from the program participant to the grantee
* Return of utility or security deposits to the grantee not tracked as program income
* Assistance where other resources are available
* Construction or rehabilitation
* Credit card bills or other consumer debt
* Vehicle repair
* Program participant travel costs
* Medical or dental care and medicines
* Expenses related to drug and alcohol testing
* Clothing and grooming
* Home furnishings
* Pet care
* Renter’s insurance
* Entertainment activities
* Program participant work or education related materials
* Cash assistance to program participants
* Expenses to develop discharge planning programs in mainstream institutions such as hospitals, jails, or prisons
* Any payments made to program participants
* Any payments to ineligible third parties
* Any fees charged to the program applicant or participant
* Employee bonuses

Guiding Questions

1. **Allowable Costs and Source Documentation** – Does this project use funds for eligible activities and in accordance with the DHCD-approved program budget? See allowable expenses list above.

*Review the organization’s accounting records and source documentation.*

 Yes No

1. **Time Sheets** – Does this project have employee time sheets that reflect actual hours (not percentages) worked based on the cost allocation plan?

*Review time sheets of employees associated with this project.*

 Yes No