

CoC Planning 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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Monitored:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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**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

CoC Planning Review

*CoC and balance of state local planning group lead organizations may use CoC Planning funds to meet any of the planning needs of the CoC.*

Allowable Expenses

Eligible costs include:

* Coordination activities
* Project evaluation
* Project Monitoring
* CoC Application Activities
* Developing a CoC System
* Training related to the emergency crisis response system
* Compliance activities

CoC planning costs are limited to seven percent of the total VHSP base for the entire CoC or balance of state local planning group. The base includes outreach, prevention, shelter operations, rapid re-housing, and centralized or coordinated assessment/entry.

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