

CoC HMIS 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+Policies+and+Procedures+update.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

CoC HMIS Review

*HMIS is a local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness. Each continuum of care is responsible for selecting an HMIS software solution that complies with HUD's data collection, management, and reporting standards.*

Requirements

Grantees will be required to conduct data collection and reporting through the use of HMIS that meets HUD HMIS data standards, regardless of receipt of VHSP-HMIS funding. Grantees primarily serving survivors of domestic violence and sexual assault may use another data system, but must meet all HUD HMIS data standards and reporting requirements. There are reporting requirements for both the grantee and the CoC/LPG.

Grantees (including domestic violence service providers) are required to provide VHSP reports and aggregate data to DHCD and the CoC/LPG. This includes the Consolidated Annual Performance and Evaluation Report (CAPER), the primary reporting mechanism for Emergency Solutions Grants (ESG), which is part of VHSP funding. This report requires that data be reported through a special Comma Separated Value (CSV) export.

Allowable Expenses

Homeless Management Information System (HMIS) expenditures are limited to five percent of the total VHSP base funding amount which includes:

* Outreach
* Prevention
* Shelter Operations
* Rapid Re-housing
* Centralized or coordinated assessment/entry

Eligible HMIS Activities

Reasonable and appropriate costs associated with operating a HMIS for purposes of collecting and reporting data required under this program and analyzing patterns of use of funds are eligible. Eligible costs include the purchase of HMIS software and/or user licenses, leasing or purchasing needed computer equipment for providers and the central server, costs associated with data collection, entry and analysis, and staffing associated with the operation of the HMIS, including training.

Domestic violence shelter service provider costs associated with a comparable system are eligible but must meet all HUD HMIS data standards and reporting requirements.

Ineligible HMIS Activities

HMIS activities that are ineligible include planning and development of HMIS systems, development of new software systems, and replacing current state and local government funding for an existing HMIS.

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