

HPRP Monitoring Procedure

Funds received by DCA for the Homeless Prevention and Rapid Re-Housing Program for the Balance of State of Georgia (BOS) were principally sub-awarded to seven sub grantees on August 26th 2009. The combined total for the BOS was \$ 19,084,426. Pathways Community Network received some funds for HMIS systems enhancements and data collection.

The Department of Community Affairs will monitor Sub Grantee participation within the HPRP to ensure compliance with program regulations as per HUD Reg V (I). It is anticipated that in addition to the desktop monitoring, based on HMIS & Financial data, that there will be a minimum of two monitoring visits per Sub Grantee per year.

Monitoring for the HPRP grant is achieved in a number of ways through review of financial requests, HMIS data records and regular progress reports and site monitoring but may be broken into two broad categories.

- In-House Desktop monitoring
 - Financial – Reimbursement Data
 - HMIS Data
 - Organizational & Program Policies
 - Monthly Reporting

- On Site monitoring
 - Client Data and Eligibility
 - Financial – Test Reimbursement Data, Systems Analysis
 - Implementation of Organizational & Program Policies

Desktop Monitoring

Financial Requests

Per HUD Regulation V (C) sub grantees must draw funding through IDIS at a minimum, quarterly. To achieve this they should submit a reimbursement request.

The reimbursement request consists of two documents,

1. An Excel spreadsheet summarizing reimbursable expenses broken into each category and then by activity.
2. A reimbursement form, detailing eligible costs under each category and signed by two of the signatories named in the HPRP Agreement.
3. On receipt of these documents, the Grants Consultant checks for the following:
 - i. Correct Signatures on the reimbursement form
 - ii. Correct figures under each category

- iii. All spreadsheet values are entered and are correct

Once the Grants Consultant has confirmed the accuracy of the financial data, it is forwarded to the HPRP Coordinator for review. The HPRP Coordinator will receive approval from the Pathways TA (see below) before forwarding it to Grants Compliance Manager for final approval.

The Grants Consultant will then enter the data into IDIS before sending the request to Accounting to approve.

HMIS Data

Before the reimbursement request is approved, the Pathways TA will need to approve the spreadsheet, ensuring:

- i. The values entered in the spreadsheet match the values entered into the HMIS system
- ii. That performance data has been entered in full into the HMIS system

HMIS monitoring of these requests is stored in the HPRP Secure Folder.

Targets

The reimbursement process has been set targets in order to achieve the fastest possible turnaround time. These targets are monitored and published on a monthly basis.

Organizational & Program Policies

Sub Grantees are expected to base the running of their HPRP programs on robust, clear organizational and program specific policies and procedures. These documents should outline their commitment to serving their clients and following good practice. References to relevant law and HPRP regulation should be clear within these documents.

Monthly Reporting

All Sub Grantees are expected to submit a monthly report detailing households served against their projected outcomes, jobs created and funds reimbursed.

On Site Monitoring

Each Sub Grantee will be visited twice a year to examine financial and client files. Further monitoring may be required in order to ensure the Sub Grantee reaches compliance with the regulations.

On site monitoring is carried out using the HPRP Monitoring Form, which elaborates on the categories below.

Client Data

All clients should have an individual file containing documentation relevant to their case. This should include eligibility, rent reasonableness, housing inspection, HMIS documentation, and HUD affidavits.

Financial Data

Financial data should be kept as a back up to each reimbursement request, These should include original invoices and checks, systems to track data such as cumulative months and check transaction numbers and that staffing costs are broken down by activity, with evidence to support.

Implementation of Organizational & Program Policies

Agencies must be able to show how their policies and procedures are implemented throughout the program, with evidence from within their files and records.

Post On Site Monitoring

A monitoring report is written, based on information gathered during the visit, and from this a letter to the Sub Grantee will be sent. If there are either concerns or findings contained in the letter, the Sub Grantee will be given 10 working days to respond with an answer in writing as to how they will bring the program back into compliance.

The HPRP Coordinator will track the progress of any Sub Grantee in violation of program regulations. Sub Grantees with financial findings or serious program findings may be subject to further conditions as part of their contracts, or other measures.

Monitoring Records

All documents are stored under the HPRP Stimulus Documentation folder, a secure folder accessible to only HPRP staff.