

## DHHR Monitoring Scoring Criteria

**Overall Grant Management - 20 points** (Note: When a question is N/A to the DHHR-funded project being evaluated, the total points amount of available points will decrease. The final score will be a percentage of the project's available points.)

<u>Question</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Points Available</u>	<u>Points Given</u>
1. Does the recipient's grant agreement align with project implementation?				1	1
2. Does the recipient have established and maintained standard operating procedures to ensure that DHHR Program funds are used in accordance with the provisions of the McKinney-Vento Act?				1	1
3. Does the recipient have established and maintained standard operating procedures to ensure that DHHR Program funds are used in accordance with the provisions of the DHHR Homeless Services Grant Policy?				1	1
4. Does the recipient have written intake procedures demonstrating participation in the CoC's Coordinated Entry System (CES) and compliance with CoC guidance?				1	1
5. Does the recipient have written procedures outlining the process for documenting record keeping requirements?				1	1
6. Does the recipient have written procedures that outline their agency's housing search process and are staff aware of and know how to access a wide array of housing options?				1	1
7. Does the recipient have written procedures which include an Equal Opportunity statement (Fair Housing, Non-Discrimination, and Reasonable Accommodations)?				1	1
8. Does the recipient have a written procedure detailing the process of maintaining confidentiality of client records?				1	1
9. Does the recipient operate a low-barrier shelter with admission not contingent on pre-requisites?				1	1
10. Does the recipient have established and maintained operating procedures to ensure a lower-barrier approach regarding conflict resolution and problem-solving?				1	1
11. Does the recipient have written procedures that outline a case manager's roles and responsibilities?				1	1
12. Does the recipient have written procedures for discharge planning to mainstream housing?				1	1
13. Does the recipient have written procedures for termination of assistance, complaints, and appeals?				1	1
14. Does the recipient have written procedures for record retention?				1	1
15. Does the recipient have written procedures for adhering to the drug-free workplace requirement?				1	1
16. Does the recipient have a written Conflict of Interest policy?				1	1
17. Does the recipient have written procedures outlining the process for reporting significant program changes to WVCEH?				1	1
18. Does the recipient have written procedures for adhering to Transparency Act reporting?				1	1
19. Does the recipient have written participation and reporting requirements for Homeless Management Information System (HMIS)?				1	1
20. Does the recipient have written procedures for evaluating project performance and on-going assessment requirements?				1	1
				<b>Total</b>	<b>20</b>
					<b>0.0</b>

## DHHR Monitoring Scoring Criteria

**Homeless Documentation/Recordkeeping Requirements - 20 points** (Note: When a question is N/A to the DHHR-funded project being evaluated, the total points amount of available points will decrease. The final score will be a percentage of the project's available points.)

<u>Question</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Points Available</u>	<u>Points Given</u>
1. Did the recipient provide the requested client files in a timely manner?				3	
2. Does the recipient have a sample of a complete client intake packet available for review?				2	
3. Is there evidence in the client files that the recipient has an established process for documenting citizenship while adhering to PRWORA?				3	
4. Is there evidence in the client files that the recipient has an established process for collecting identification documents and/or assisting client in obtaining documents?				3	
5. Is there evidence in the client files that the recipient has informed the client of the grievance policy and has given the client written policy of filing a grievance?				3	
6. Is there evidence in the client files that a housing plan has been included specific to the client, that goals are being set, and that regular case management is occurring to assess and attain goals?				3	
7. Is there evidence in the client files that all adult members of each household receiving assistance have a signed and updated agency and HMIS (or comparable database) Release of Information?				3	
<b>Total</b>				<b>20.0</b>	<b>0.0</b>

## DHHR Monitoring Scoring Criteria

**HMIS and DHHR Specific Requirements - 20 points** (Note: When a question is N/A to the DHHR-funded project being evaluated, the total points amount of available points will decrease. The final score will be a percentage of the project's available points.)

<u>Question</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Points Available</u>	<u>Points Given</u>
1. Are DHHR funds being expended on appropriate supportive services as indicated in the grant application?				2	
2. Is there evidence in the client files that the recipient utilizes diversion attempts?				2	
3. Grant funds were not expended on any unallowable costs.				2	
4. Is there evidence that the intake process and paperwork follows the standardized intake and assessment process?				2	
5. Does the recipient have established and maintained operating procedures to ensure a lower-barrier approach regarding conflict resolution and problem-solving?				2	
6. Has the recipient attended/participated in all annual required trainings and meetings?				2	
7. Does the recipient cooperate and participate in the CoC's Coordinated Entry System?				2	
8. Is there evidence in the client files that the recipient communicates regularly with the CES through evidence of case notes and timeliness in assessing clients for housing referral in HMIS?				2	
9. Is there evidence in the client files that notes are being completely in HMIS weekly regarding the client's situation, housing plan, barriers, and needs?				2	
10. Is there evidence in the client files that client is being connected with appropriate mainstream resources?				2	
<b>Total</b>				<b>20</b>	<b>0</b>

## DHHR Monitoring Scoring Criteria

**DHHR Financial Management, Cost Allowability, and Match Requirements- 20 points** *(Note: When a question is N/A to the DHHR-funded project being evaluated, the total points amount of available points will decrease. The final score will be a percentage of the project's available points.)*

Question	Yes	No	N/A	Points Available	Points Given
1. Did the recipient provide requested financial files in a timely manner?				1	1
2. Sample transaction records indicate that grant expenditures were eligible costs, necessary and reasonable for proper and efficient administration of the program, allocable to the program, and supported by adequate source documentation.				1	1
3. Source documentation supports the amount requested from the reimbursement requests.				1	1
4. Payments for salaries and wages are supported by documented payrolls and personnel activity reports as specified in the applicable cost principles.				1	1
5. Charges to the grant for salaries and wages should be based on payrolls documented in accordance with generally accepted accounting principles and approved by a responsible official(s).				1	1
6. The grant agreement and financial records indicate that costs are eligible, being expended to the correct line item, and meet specific restrictions on combining grant funds.				1	1
7. Expenditures in accounting records are aligned with eligible program activities identified in the grant agreement.				1	1
8. Review of financial policies and procedures indicate that the DHHR program funds are used in accordance with requirements and sufficient records to enable WVCEH to determine whether DHHR requirements are being met.				1	1
9. Records indicate the absence of unallowable costs such as entertainment, contributions/donations, fines/penalties, or general governmental expenditures.				0.5	0.5
10. Records indicate that payments are not being paid directly to program beneficiaries.				0.5	0.5
11. If indirect costs are charged to the grant program by the recipient the costs are supported by an Indirect Cost Rate Proposal or Cost Allocation Plan prepared in accordance with OMB Circular A.				1	1
12. The recipient provided a copy of the agency's most recent audit.				1	1
13. The recipient provided a copy of the agency's 990.				1	1
14. Review of financial records indicate that the recipient has effective internal control over and accountability of all grant funds, property, and other assets.				0.5	0.5
15. The recipient has an organization chart that illustrates the actual lines of authority/responsibility.				1	1
16. Review of financial policies and procedures indicate that primary duties for key employees of the recipient are clearly defined.				1	1
18. Review of financial policies and procedures indicate that approval controls provide reasonable assurance that appropriate individuals approve recorded transactions in accordance with management's general or specific criteria.				1	1
19. Review of financial policies and procedures indicate that controls over the design and use of documents and records should provide reasonable assurance that transactions and events are properly documented, recorded, and auditable.				1	1
20. Review of financial policies and procedures indicate that duties are segregated to effectively reduce the opportunity for someone to perpetrate or conceal errors or irregularities.				1	1
21. Review of financial policies and procedures indicate that there is a clear protocol for all personnel when communicating to the appropriate supervisory officials regarding operating problems and noncompliance with laws and regulations.				1	1
22. Internal control procedures support the ability to prepare financial statements that are accurately presented in conformity with generally accepted or other relevant and appropriate accounting principles and regulatory requirements.				0.5	0.5
23. Review of policies and procedures indicate that there is participation of no less than one person with lived experience on the board of directors or other equivalent policymaking entity of the recipient.				1	1
<b>Total</b>				<b>20</b>	<b>0</b>

## DHHR Monitoring Scoring Criteria

**Performance Measures - 20 points** *(Note: When a question is N/A to the DHHR-funded project being evaluated, the total points amount of available points will decrease. The final score will be a percentage of the project's Question*

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Points Available</u>	<u>Points Given</u>
1. Is there evidence in HMIS reporting that the recipient has improved diversion efforts and reduced first-time homeless numbers?				4	
2. Is there evidence in HMIS reporting that the recipient is quickly connecting households to permanent housing?				4	
3. Is there evidence in HMIS reporting that 50% of individuals served were exited to permanent housing?				4	
4. Is there evidence in HMIS reporting that the recipient is continually assessing the system and making adjustment to reduce the length of time in shelter?				4	
5. Is there evidence in HMIS reporting that the recipient is assessing th system and making adjustment to reduce the number of returns to shelter in 6, 12, 24 months?				4	
<b>Total</b>				<b>20</b>	<b>0</b>

**DHHR Monitoring Score Summary**

Agency: \_\_\_\_\_  
Project Type: \_\_\_\_\_  
Grant Number: \_\_\_\_\_  
Total available points: \_\_\_\_\_  
Total project points: \_\_\_\_\_  
Percentage:     % (scores below 75%: QIP is required)    

Overall Grant Management:	<b>No Significant Findings. of Concern: Recommendations/Reminders:</b>	<b>Area</b>
Homeless Documentation/Recordkeeping Requirements:	<b>No Significant Findings. of Concern: Recommendations/Reminders:</b>	<b>Area</b>
Program & HMIS Specific Requirements:	<b>No Significant Findings. of Concern: Recommendations/Reminders:</b>	<b>Area</b>
DHHR Financial Management:	<b>Recommendations/Reminders:</b>	
	Reports were run for all programs for the same date range (INSERT DATE RANGE).	1.
	<b>Total Number of Individuals/Households Served:</b>	
	<b>2. Diversion of Individuals/Households Entering Shelter:</b>	
	<b>3. Average Length of Time (LOT) in Shelter:</b>	4.
	<b>Exits to Permanent Housing:</b>	5.
	<b>Returns to Shelter in 6 months:</b>	
	<b>12 months:</b>	<b>24</b>
	<b>months:</b>	
Project Performance Measures:	<b>Summary:</b>	
Project Performance Measures Summary:		