



Monmouth County Homeless System Collaborative

Thank you for participating in the Monmouth HSC Monitoring Process. The on-site monitoring will include three components:

1. Program Performance Review – Information regarding program performance will be pulled from HMIS and/or program APRs. Performance data will be shared with your agency prior to the scheduled monitoring day. Any updates or discrepancies with the performance data can be addressed on the day of your scheduled monitoring.
2. Program Facilities & Procedure Review – A visual inspection of program facilities and/or review of completed inspection reports will be conducted by the monitoring agency. In addition, the monitoring team shall review program operating materials and discuss program operations with key staff.
3. Program File Review – a review of client files based on the monitoring tool will be completed by the monitoring agency.

In preparation for your upcoming monitoring, you will need to prepare the following items:

- Key Staff – the monitoring will include interviews with key staff. Please allocate up to 45 minutes at the beginning of the monitoring process for an entrance interview and up to 45 minutes at the end of the monitoring process for an exit interview.
 - Program Supervisor
 - Program Data person
 - Program Fiscal Supervisor
- Audit year grant application
- LOCCS drawdown forms
- Internal program transaction records
- 25% of client files
- Copy client intake packet
- Copy of client occupancy agreement
- Supportive services match tracking forms and documentation
- Program Policies & Procedures Manual
- Sub-recipient monitoring policies & procedures
- Contracts/MOUs/Agreements with sub-recipients
- Conflict of interest policies for grantee & sub-recipients
- Copy of program audit for grantee & sub-recipient
- Administrative job descriptions & timesheets
- Program milestones & achievement monitoring
- Accounting policies & procedures
- Copies of HMFA HMIS audit results
- Copies of C/Os or unit inspections
- Agency and Program budget & balance sheet