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| **PARTICIPANT LEVEL RECORDKEEPING** |
| **Participant File Review** |
| Participant Name |  |
| HMIS ID |  |
| Address |  |
| Participant ID (SS, BC, ID)  |  |
| HMIS Release, (date/signature) |  |
| Households Composition and demographics (HMIS intake printout) |  |
| Project Entry Date  |  |
| Project Exit Date (if applicable) |  |
| Verification of Homelessness |  |
| Verification of Disability (VOD) (PSH projects) |  |
| Income Verification |  |
| Income Assessment |  |
| Lease (dates/signed by both parties) |  |
| Housing Quality Inspection (HQS) date passed/signed |  |
| Rent Reasonableness and FMR (if applicable) |  |
| Assessment of Service Needs  |  |
| Case Notes Support Services |  |
| Case Management Monthly (RRH Projects) |  |
| Determination of Ineligibility (if applicable) |  |
| Termination documentation (if applicable) |  |
| HMIS: Review documents uploaded and participant information in HMIS (address, entry date, exit date, HMIS Release signed and dated, identification, income, verification of homelessness, VOD (if applicable) case notes and services) |  |

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| **GENERAL RECORDKEEPING AND FINANCIALS** |
| **Policies and Procedures** |
| Financial Management |  |
| Participant Intake |  |
| Housing First |  |
| Conflict of Interest |  |
| Confidentiality |  |
| Equal Opportunity (Fair Housing, Non-discrimination) |  |
| Determination for Ineligibility |  |
| Termination of Assistance |  |
| Grievance Procedure |  |
| VAWA and Emergency transfers for victims of domestic violence |  |
| Educational Coordination (projects that serve families) |  |
| Persons w/Lived Experience Participation (Board, policy making) |  |
| **Financials** |
| Record of Drawdowns |  |
| Current Financial Statement/Statement of Activities |  |
| Match documentation |  |
| Recent Financial Audit |  |
| Fidelity Bond (covers grant operating year |  |
| Record of Payment (Participant level random pull) |  |

References:

[HCCSC Policies and Procedures](https://starkcountyhomeless.org/providers/charter-policies/)

[ESG Requirements - HUD Exchange](https://www.hudexchange.info/programs/esg/esg-requirements/)

[24CFR 576](https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-576)

[CoC: Continuum of Care Program - HUD Exchange](https://www.hudexchange.info/programs/coc/)

[24CFR 578](https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578)

[Rapid Re-Housing: ESG vs CoC (hudexchange.info)](https://files.hudexchange.info/resources/documents/Rapid_Re-Housing_ESG_vs_CoC.pdf)

[CoC MATCH At A Glance](https://files.hudexchange.info/resources/documents/Virtual-Binders-At-A-Glance-Match.pdf)

[CPD Monitoring Handbook (6509.2) | HUD.gov / U.S. Department of Housing and Urban Development](https://www.hudexchange.info/programs/cpd-monitoring/#monitoring-overview) [(HUD)](https://www.hud.gov/offices/adm/hudclips/handbooks/cpdh/6509.2/index.cfm)

