

STARK HOUSING NETWORK, INC. (SHNI)  
MONITORING CHECKLIST

<b>PARTICIPANT LEVEL RECORDKEEPING</b>	
<b>Participant File &amp; HMIS Review</b>	
Participant Name	
HMIS ID	
Address	
Participant Identification (SS, BC, ID)	
HMIS Release, (date/signature)	
Households Composition and demographics	
Project Entry Date	
Project Exit Date (if applicable)	
Verification of Homelessness	
Verification of Disability (VOD) -PSH projects only	
Income Verification	
Lease (dates/signed by both parties) 1 year and renewable for minimum of 1 month	
VAWA language in lease agreement	
Housing Quality Inspection (HQS) date passed/signed	
Housing built before 1978	
Provided Environmental Protection Agency (EPA) approved lead-based paint hazards pamphlet and	
Visual assessment included in inspection by certified inspector for households with children under 6 or with pregnant individual	
Rent Reasonableness and FMR (if applicable)	
Assistance in obtaining mainstream resources	
Case Management Monthly (RRH Projects)	
Determination of Ineligibility (if applicable)	
Termination documentation (if applicable)	
Annual Recertification(s) date(s)	
Participant receipt of information: (Grievance procedure, program agreement, lead-based paint pamphlet, confidentiality, etc.)	

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<b>GENERAL RECORDKEEPING AND FINANCIALS</b>	
<b>Policies and Procedures</b>	
Financial Management	
Participant Intake	
Housing First	
Conflict of Interest	
Confidentiality	
Equal Opportunity (Fair Housing, Non-discrimination)	
Determination for Ineligibility	
Termination of Assistance	
Grievance Procedure	
Emergency transfer plan for victims of domestic violence	
Educational Coordination (projects that serve families)	
Persons w/Lived Experience Participation (Board, policy making)	
<b>Financials and Grant Documents</b>	
Accounting Ledger (specific expenses for eligible activities that total the amount reported on the most recent quarterly status report)	
Match documentation	
Most Recent Financial Audit	
Fidelity Bond (covers grant operating year)	
Cash Disbursement test based on selected files (Participant level payments)	
Grant Agreements/Amendments/Waivers	