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Procedures for Monitoring and Evaluating HCRP Regional Rapid Rehousing Projects

General Note: The Stark County Board of Commissioners is a direct recipient of Homeless Crisis Response Program (HCRP) funds through the Ohio Department of Development (ODOD). The Board of Commissioners works with the Homeless Continuum of Care of Stark County's (HCCSC's) Collaborative Applicant and Recipient Approval and Evaluation Committee to monitor the performance of subrecipients under contract to the Stark County Board of Commissioners.

I. Evaluation - In General

- A. Responsibility for Evaluation. The Collaborative Applicant, with the help and guidance of the Recipient Approval and Evaluation Committee, will monitor and evaluate the performance of HCRP Regional Rapid Rehousing projects and their compliance with funding requirements.
- B. Evaluation Methods. The Collaborative Applicant will use the following methods to monitor the performance and compliance of projects:
 - 1. Bi-annual Status Reports;
 - 2. Bi-annual; Consolidated Annual Performance and Evaluation Report (CAPER);
 - 3. Audits, monitoring reports of HUD or any other source and any other responses to those audits and report; and
 - 4. Annual site visits.

II. Status Reporting

- A. CAPER. To ensure that recipients are meeting relevant performance targets, Homeless Management Information System (HMIS) Participating Agencies will submit CAPERs on each HCRP Regional Rapid Rehousing funded project as follows:
 - 1. CAPER data will be compiled by the HMIS Participating Agencies and submitted to the Collaborative Applicant by the 10th of the month following the end of each 6-month period during the grant.
 - 2. The CAPER will be cumulative, covering all months of the grant period that have concluded before the report's due date.
- B. Status Report Forms. In collaboration with recipients, the Collaborative Applicant will develop for the approval of the Recipient Approval and Evaluation Committee and the HCCSC Board, a status report form which will be used to solicit information needed to ensure that recipients are operating efficiently and otherwise satisfying program requirements.

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- C. Status Reports. Using the approved form, recipients will be required to submit status reports for each HCRP Regional Rapid Rehousing project as follows:
1. Status reports will be due to the Collaborative Applicant by the 10th of the month following the end of each 6-month period of the grant.
 2. Recipients must download and use the approved status report from the HCCSC website under policies and procedures (C.5) for each submission
 3. Each report will include a financial status update that is cumulative, covering all months of the grant period that ended before the report's due date.

III. Annual Site Visits

A. Timing and Scheduling of Site Visits

1. The Collaborative Applicant will conduct an annual site visit with each recipient
2. Normally, a site visit will occur approximately 6 to 9 months after the beginning of the recipient's grant year. However, it may occur sooner if status reports indicate a need for an earlier intervention.
3. The Collaborative Applicant will contact a recipient to schedule a site visit 30 days before a visit is due and provide list of items required to be sent to the Collaborative Applicant prior to the site visit and a list of items required to be on site during the visit.
4. The Collaborative Applicant will announce a virtual, in-person or recorded session annually to provide an overview of monitoring requirements for all funded projects.

B. Purpose of the Visit

During the site visit, the Collaborative Applicant will check the items identified on the monitoring form/checklist to ensure that the sub-recipient is meeting ODOD and HUD's recordkeeping requirements and all other federal regulations pertaining to ESG funding.

C. Notice of Deficiencies

Following the site visit, the recipient will receive a letter and monitoring summary from the Collaborative Applicant reflecting notes taken during the site visit, citing any deficiencies and requesting:

1. An explanation for each cited deficiency; and
2. A plan for correcting each deficiency.

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IV. Role of the Recipient Approval and Evaluation Committee

- A. Regular Meetings to Assess Project Performance. The Recipient Approval and Evaluation Committee will receive feedback from the Collaborative Applicant on status reports, CAPERS, audits and monitoring reports, and the results of site visits to determine whether projects are meeting performance goals and other expectations.
- B. Notice to Poor Performers. In the event that a project (1) is not meeting performance goals; (2) did not provide a sufficient explanation for deficiencies identified during a site visit; or (3) did not follow the plan approved by the Collaborative Applicant for correcting such a deficiency, the committee will evaluate concerns about the project's performance and, at its discretion, instruct the Collaborative Applicant to send a letter to the funded recipient requesting other or additional correction measures.
- C. Assistance to Poor Performers. The HCCSC, through the Collaborative Applicant and, will provide reasonable assistance to underperforming sub-recipients by, among other things:
1. Directing them to other providers that are achieving better results;
 2. Directing them to research, webinars, websites, and other resources that could provide useful information and instruction; and
 3. In cases where poor performance in a particular area is common among HCCSC providers, sponsoring or helping to arrange relevant training sessions for them.
- D. Action in the Case of Persistent Poor Performance. If, after a subrecipient has received notices of poor performance and, in the judgment of the Recipient Approval and Evaluation Committee, has made insufficient progress in correcting its deficiencies, the committee may, depending on the severity of the deficiencies:
1. Notify the recipient of the facts supporting the concerns about the subrecipient's poor performance; and
 2. Work with the recipient to determine whether (a) performance issues can be resolved; (b) the project or projects in question should be transferred to another agency; or (c) funds should be reallocated.