

Guide for Review of SHP Supportive Services			
Name of Grantee:			
Staff Consulted:			
Name(s) of Reviewer(s)		Date	

**NOTE:** All questions that address requirements contain the citation for the source of the requirement (statute, regulation, NOFA, or grant agreement). If the requirement is not met, HUD must make a finding of noncompliance. All other questions (questions that do not contain the citation for the requirement) do not address requirements, but are included to assist the reviewer in understanding the grantee's program more fully and/or to identify issues that, if not properly addressed, could result in deficient performance. Negative conclusions to these questions may result in a "concern" being raised, but not a "**finding.**"

**Instructions:** This Exhibit is designed to assess the SHP grantee's performance in conducting on-going client needs assessments and in providing the supportive services identified in the approved application covering the grant term. Follow the instructions in Section 13-3 of the introduction to this Chapter to select client files to review. The sample of files randomly selected to answer this Exhibit's questions can also be used to complete Exhibit 13-3, "Guide for Review of SHP Housing," and Exhibit 13-4, "Guide for Review of SHP Clients," if part of the same monitoring.

**Note:** It is the option of the reviewer to use this form for each individual client reviewed or as a master response form encompassing information regarding all of the clients reviewed. It is the responsibility of the reviewer to ensure that sufficient evidence is documented to support your conclusions, including any finding(s) and/or concern(s) noted in the final monitoring report. Additionally, this exhibit has been amended to include compliance monitoring questions applicable to SHP projects funded in 2008 under the Rapid Re-Housing for Families (RRH) Demonstration Program.

**Questions:**

1.

Are the supportive services being provided (type and level of service) consistent with those described in the approved application (including the supportive services budget)? [24 CFR 583.410 (a)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>Describe Basis for Conclusion:</b>			

2.

Does the grantee conduct on-going assessments of the participants' supportive services needs? [24 CFR 583.300(d)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>Describe Basis for Conclusion:</b>			

3.

Describe the supportive services provided to SHP beneficiaries.
<b>Describe Basis for Conclusion:</b>

**Rapid Re-Housing for Families Demonstration Program (RRH)**

4.

Do the records indicate that RRH-supportive services funds are only being used for: housing placement, case management, legal assistance literacy training, job training, mental health services, childcare services and substance abuse services? [2008 NOFA section I.A.4.w.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>Describe Basis for Conclusion:</b>			

5.

Do the financial documents indicate that the grantee has expended no more than 30 percent of the total eligible activities (award total minus five percent for administrative costs) for RRH-eligible supportive services? [Federal Register, July 10, 2008 – NOFA – Section I. Funding Opportunity Description (A) Program Description (w) Rapid Re-Housing for Families Demonstration Program, pg 39843]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>Describe Basis for Conclusion:</b>			

6.

Do the grantee and subgrantees' records show evidence that the same single assessment tool is being used for all program participants? [2008 NOFA section I.C.12.c]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>Describe Basis for Conclusion:</b>			

7.

Does the assessment tool used by the grantee and/or subgrantee(s) contain sufficient information to meet the requirements outlined within the 2008 NOFA? [2008 NOFA section I.C.12.b.i-ix.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>Describe Basis for Conclusion:</b>			