**UPSTATE CONTINUUM OF CARE

**ADVISORY COUNCIL MONITORING COMMITTEE**

Date:

*Agency Representative/Title*

*Agency Name*

*Agency Address*

*Agency Address*

Re: Continuum of Care (CoC) Program On-Site Monitoring

|  |  |
| --- | --- |
| Project: | HUD Project #: |
| Grant Term: | Location: |
| Date: | Time: |

Dear ­:

The Upstate Continuum of Care Monitoring Committee will be conducting annual visits to perform on-site monitoring of programs funded under the CoC Program, a McKinney-Vento Act homeless assistance program as defined in 24 CFR Part 578.

In preparation for this visit, please assign a staff member most familiar with the project to be monitored as the point of contact who will have access to all program, administrative and financial files. The CoC Program Monitoring Instrument that will be used for the monitoring has been emailed to you with an electronic copy of this letter before or on the date this letter is mailed. Please refer to the following table to determine the sections of the checklist that will be used to monitor your project:

|  |  |
| --- | --- |
| **Project Type** | **Monitoring Instrument Section** |
| Rapid Re-Housing | 29-5 |
| Permanent Supportive Housing | 29-7 |
| Transitional Housing | 29-9 |
| Supportive Services Only | 29-8 |
| Safe Haven | 29-6 |
| Sections Utilized for **All** Monitoring | 29-3, 29-11, 29-12, 29-13, 29-14 |

In preparation of the on-site monitoring, we ask that you mail or email the following as soon as possible:

1. Letter certifying that Federal Funding either **did** or **did not** trigger the A-133 Audit requirements – letter should be signed by your Chief Financial Officer or your Executive Director;
2. Copy of most recent audit, if applicable, or the 990 statement;
3. Articles of Incorporation;
4. Agency Bylaws;
5. Current Roster of Board of Directors and each member’s duties; and
6. Completed Upstate CoC Homeless Housing Survey

Please mail or email *main committee member assigned to this monitoring* at *address and email address of main committee member assigned to this monitoring* .

We look forward to working with you on . If you have any questions regarding the onsite monitoring, please contact David Gray at [dgray@unitedhousingconnections.org](mailto:dgray@unitedhousingconnections.org) or 864-908-3702.

Sincerely,

William David Gray, Continuum of Care Coordinator

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