# CoC Module 2 (for Word Outline Purposes Only)

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| **Object** | **Content** |
| **Course Title** | Grant Administration and Program Requirements |
| **Language Code** | en-US |
| **Palette Id** | coc |
| **Use System Fonts** | false |
| **First Page** | 001 |
| **Completion Page** | 001 |
| **Contents Page** | 001 |
| **Module Title** | Grant Administration and Program Requirements! |
| **Abbreviated Module Title** | Grant Admin |
| **Notes** | These will not be included in course output |

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| **Object** | **Content** |
| **Unit Title** | Unit 1: Intro |
| **Abbreviated Title** | Unit 1: Intro |
| **Notes** | These will not be included in course output |

## Page Title

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| **Object** | **Content** |
| **Layout** | Mac HD:Users:jason:Desktop:Screen Shot 2013-05-02 at 10.09.57 AM.png |
| **Template** | Title-COC |
| **Menu Title** | Title Page |
| **Image** | ${CONTENT\_ROOT}/images/slideimages/hud-logo.png |
| **Subtitle** | U.S. Department of Housing and Urban Development |
| **Welcome Text** | Welcome to: |
| **Header Text** | Continuum of Care 2.0 Online Module |
| **Module Title** | Grant Administration and Program Requirements |
| **Notes** | These will not be included in course output |

## Page Title

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | S7-COC |
| **Menu Title** | Introduction |
| **Title** | Grant Administration and Program Requirements |
| **Column 1** | Hello and welcome to this online module for the continuum of care program: Grant Administration and Program Requirements. This training module takes approximately 30 minutes to complete. The OneCPD website, <http://www.onecpd.info>, provides detailed information on HUD regulations specific to the CoC program. |
| **Bullets** | |  |  | | --- | --- | | This online training will provide an overview of HUD requirements related to grant management | 0:01 | | This will specifically cover topics such as the role of the Continuum of Care, or CoC, recipient, monitoring requirements, recordkeeping, and required organizational policies. | 0:10 | |
| **Audio File** | /content/shared/audio/placeholders/placeholder.mp3 |
| **Audio Title** | Hello and Welcome |
| **Audio CC** | Hello and welcome to this online module for the continuum of care program: Grant Administration and Program Requirements. This online training will provide an overview of HUD requirements related to grant management for recipients and subrecipients of HUD funding within a continuum of care, and will specifically cover topics such as the role of the Continuum of Care, or CoC, recipient, monitoring requirements, recordkeeping, and required organizational policies. Remember that your program may have additional eligibility and documentation requirements that are specific to your program. This training module takes approximately 30 minutes to complete; as such, it will provide an overview of Continuum of Care Grant Administration and Program Requirements. The OneCPD website, [www.onecpd.info](http://www.onecpd.info), provides detailed information on HUD regulations specific to the CoC program. |
| **Notes** | These will not be included in course output |

## Page Title

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | S3-COC |
| **Menu Title** | Learning Objectives |
| **Header** | Learning Objectives |
| **Body Text** | Identify and understand the role/responsibilities of a recipient of funding within a CoC Program  Understand the purpose of monitoring and who is involved in the monitoring process  Describe the purpose of record keeping and the types of records that should be collected and stored  Understand the types of organizational policies a CoC program recipient is required to have |
| **Notes** | These will not be included in course output |

## Page Title

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | S5-COC |
| **Menu Title** | Module Resources |
| **Scrolling List** | |  |  | | --- | --- | | URL | http://www.onecpd.info | | Label | OneCPD Website | | Icon | ${CONTENT\_ROOT}/images/interactives/icons/weblink.png | | Metadata | OneCPD Resource Exchange |  |  |  | | --- | --- | | URL | http://www.onecpd.info/resource/2033/hearth-coc-program-interim-rule/ | | Label | HEARTH Interim Rule | | Icon | ${CONTENT\_ROOT}/images/interactives/icons/weblink.png | | Metadata | Date Published: July 2012 |  |  |  | | --- | --- | | URL | http://www.onecpd.info/resource/2946/coc-program-grants-administration-user-guide/ | | Label | Grants Administration User Guide | | Icon | ${CONTENT\_ROOT}/images/interactives/icons/weblink.png | | Metadata | Date Published: April 2013 |  |  |  | | --- | --- | | URL |  | | Label |  | | Icon |  | | Metadata |  |  |  |  | | --- | --- | | URL |  | | Label |  | | Icon |  | | Metadata |  | |
| **Notes** | These will not be included in course output |

## Page Title

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | S4-COC |
| **Menu Title** | Outline |
| **Column 1** | Unit 1: Introduction  Unit 2: The Role of the CoC Recipient  Unit 3: Monitoring  Unit 4: Recordkeeping  Unit 5: Required Organizational Policies |
| **Column 2** |  |
| **Notes** | These will not be included in course output |

## Page Title

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| --- | --- |
| **Object** | **Content** |
| **Layout** |  |
| **Template** | S1-COC |
| **Menu Title** | The HUD Community |
| **Image** | ${CONTENT\_ROOT}/images/slideimages/community-thumb.jpg |
| **Header** | U.S. Department of Housing and Urban Development's  Social Media |
| **Body Text** | Social media is an integral part of the Department of Housing and Urban Development's operations. This page is designed to help the HUD community use social media responsibly and effectively; both in official and unofficial capacities. Visit HUD's Social Media @ Facebook and Twitter for the latest on HUD-related social media activity. |
| **Notes** | These will not be included in course output |

## Page Title

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | S1-COC |
| **Menu Title** | Where do I begin? |
| **Image** | ${CONTENT\_ROOT}/images/slideimages/where-to-begin-thumb.jpg |
| **Header** | "Where Do I Begin?" |
| **Body Text** | The best way to start a course of this nature is to gain an understanding how to effectively navigate the learning environment. The navigational structure in these CoC courses includes a primary and secondary navigation. The primary navigation can be seen by clicking the list menu icon at the top left. When you click that button, the menu will appear on the left of the slide. You can click on any of the page buttons and navigate directly to the page of your choice.  The secondary navigation appears on the bottom left as "prev" and "back" buttons and allows you to move one page forwards and backwards. |
| **Notes** | These will not be included in course output |

Page Title

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | T1b-COC |
| **Menu Title** | Key Terms |
| **Title** | CoC EA & PR Key Terms |
| **Subtitle** | The CoC Program interim rule offers specific terms regarding who is eligible to apply for funds and the specific roles of various entities. |
| **Column 1** | **Applicant:**  Designated by the CoC to apply for funds and carry out projects  **Collaborative applicant:**  Designated by the CoC to submit the CoC application and apply for CoC planning funds  **Unified Funding Agency (UFA):**  Designated by the CoC to apply for and manage a single grant for the entire CoC |
| **Column 2** | **Recipient:**  Grantee (signs grant agreement with HUD)  **Subrecipient:**  Project Sponsor (receives a subgrant from the recipient to operate a project) |
| **Column 3** | **Eligible entities:**  private nonprofit organizations, States, local governments, public housing agencies, or instrumentalities of State and local government |
| **Notes** | Jason, the full title doesn’t fit either template Slide T1a or T1b. Suggestions? |

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| **Layout** |  |
| **Template** | V1-COC |
| **Menu Title** | Video: Collaborative Applicant |
| **Media Playlist** | |  |  | | --- | --- | | **Playlist Item** | | | **Media Path** | ${MEDIA\_ROOT}/${CONTENT\_ROOT}/video/videoName.f4v | | **Media Poster Path** | /content/shared/images/placeholders/placeholder.jpg | | **Media Thumbnail** | /content/shared/images/placeholders/placeholder.jpg | | **Media Menu Title** | Collaborative Applicant | | **Media Display Title** | Name of interviewee to go here | | **Media Description** | Title of interviewee to go here | | **Media CC Title** | Collaborative Applicant | | **Media Captions** | |  |  | | --- | --- | | Text for Caption 1 | 0:00 | | Text for Caption 2 | 0:00 | | Text for Caption 3 | 0:00 | | Text for Caption 4 | 0:00 | | Text for Caption 5 | 0:00 | | |
| **Notes** | These will not be included in course output |

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| **Object** | **Content** |
| **Unit Title** | Unit 2: Role of Recipient |
| **Abbreviated Title** | Unit 2: RoR |
| **Notes** | These will not be included in course output |

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | A2-COC |
| **Menu Title** | Overview |
| **Image** | ${CONTENT\_ROOT}/images/slideimages/coc-v-image\_0025\_iStock\_000007690698Small.jpg |
| **Header** | Role of the Recipient |
| **Column Text** | *For details see:*  [CoC Program interim rule Subpart C—Application and Grant Award Process](http://www.google.com)  *See also*:  Broadcast XXXXX |
| **Image Sequence** | |  |  |  | | --- | --- | --- | | **Image Source** | **Time Cue** | **Audio Cue** | | /content/shared/images/placeholders/placeholder.jpg |  | 0:00 | |  |  |  | |  |  |  | |  |  |  | |
| **Bullets** | |  |  | | --- | --- | | CoC Recipient’s responsibilities include: | 0:01 | | * Overall compliance with the CoC Program Interim Rule | 0:05 | | * Ensuring compliance by subrecipients | 0:07 | | * Reporting and monitoring | 0:09 | | * Complying with all licensing requirements and housing standards | 0:11 | |  |  | |  |  | |
| **Audio File** | /content/shared/audio/placeholders/placeholder.mp3 |
| **Audio Title** | The Recipient’s Role in a CoC |
| **Audio CC** | A CoC project recipient has many important responsibilities, including that of overall compliance with the CoC Program Interim rule, ensuring compliance by subrecipients, reporting and monitoring, and complying with all licensing requirements and housing standards. This unit describes some of the responsibilities of recipients. Detailed information on the stages of a grant and responsibilities of various CoC Program entities are detailed in broadcast XXXXXX and are explained in CoC Program interim rule Subpart C, Application and Grant Award Process. |
| **Notes** |  |

## Page Title

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | Q1-COC |
| **Menu Title** | RoR Quiz |
| **Title** | Unit 2: Quiz |
| **Quiz** | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Code** | **Mode** | **Randomize Questions** | **Randomize Answers** | **Points** | **Max Attempts** | | quiz-1 | formative | false | true | 100 | 2 |  |  |  |  | | --- | --- | --- | | **Question** | | A CoC project recipient must operate the project in accordance with the CoC Program interim rule. | | **Correct** | **Feedback** | **Answer Options** | | true | correct-fb | True | | false | incorrect-fb | False | | **ID** | **Feedback Text** | | | correct-fb | Correct, the answer is True. A CoC project recipient must operate the project in accordance with the CoC Program interim rule. | | | incorrect-fb | Incorrect | |  |  |  |  | | --- | --- | --- | | **Question** | | It is not necessary for a CoC project recipient to involve individuals and families experiencing homelessness in project operation. | | **Correct** | **Feedback** | **Answer Options** | | false | incorrect-fb | True | | true | correct-fb | False | | **ID** | **Feedback Text** | | | correct-fb | Correct, the answers is False. It is required that a CoC project recipient involve individuals and families experiencing homelessness in project operation. | | | incorrect-fb | Incorrect | |  |  |  |  | | --- | --- | --- | | **Question** | | A CoC project recipient must use a coordinated assessment system. | | **Correct** | **Feedback** | **Answer Options** | | true | correct-fb | True | | false | incorrect-fb | False | | **ID** | **Feedback Text** | | | correct-fb | Correct, the answer is True. A CoC project recipient must use a coordinated assessment system. | | | incorrect-fb | Incorrect | | |
| **Notes** | These will not be included in course output |

## Quiz Page Title

## Page Title

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | S3-COC |
| **Menu Title** | Recipient Responsibilities |
| **Header** | Compliance with Standards |
| **Body Text** | Follow written CoC standards of assistance.  Enter into subrecipient agreements requiring subrecipient to comply.  Comply with other NOFA terms or conditions.  Comply with all applicable state and local housing codes, licensing requirements, and other jurisdictional requirements.  Abide by housing quality standards and suitable dwelling size.  Comply with applicable civil rights law. |
| **Notes** | These will not be included in course output |

## Page Title

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | S3-COC |
| **Menu Title** | Recipient Responsibilities |
| **Header** | Certification from subrecipients agreeing to: |
| **Body Text** | Maintain confidentiality of domestic violence records.  Designate staff to ensure enrollment in school and linkages of additional services for children and their families.  Document eligibility and otherwise ensure HUD reporting requirements will be met. |
| **Notes** | These will not be included in course output |

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | S3-COC |
| **Menu Title** | Recipient Responsibilities |
| **Header** | Monitoring |
| **Body Text** | Monitor and report project progress to CoC and HUD.  Monitor and report matching funds to HUD.  Monitor subrecipients annually. |
| **Notes** | These will not be included in course output |

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | S3-COC |
| **Menu Title** | Recipient Responsibilities |
| **Header** | Program implementation |
| **Body Text** | Use a coordinated assessment system.  Consider educational needs when housing families.  Assess supportive services on an ongoing basis.  Provide residential supervision. |
| **Notes** | These will not be included in course output |

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| **Layout** |  |
| **Template** | V1-COC |
| **Menu Title** | Establishing a CoC |
| **Media Playlist** | |  |  | | --- | --- | | **Playlist Item** | | | **Media Path** | ${MEDIA\_ROOT}/${CONTENT\_ROOT}/video/videoName.f4v | | **Media Poster Path** | /content/shared/images/placeholders/placeholder.jpg | | **Media Thumbnail** | /content/shared/images/placeholders/placeholder.jpg | | **Media Menu Title** | Establishing a CoC | | **Media Display Title** | Speaker’s name goes here | | **Media Description** | Speaker’s job title goes here | | **Media CC Title** | Media Caption Title | | **Media Captions** | |  |  | | --- | --- | | Text for Caption 1 | 0:00 | | Text for Caption 2 | 0:00 | | Text for Caption 3 | 0:00 | | Text for Caption 4 | 0:00 | | Text for Caption 5 | 0:00 | | |
| **Notes** | These will not be included in course output |

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | A2-COC |
| **Menu Title** | Reporting |
| **Image** | ${CONTENT\_ROOT}/images/slideimages/coc-v-image\_0031\_iStock\_000005535830XSmall.jpg |
| **Header** | Reporting |
| **Column Text** | For details see:  CoC Program Interim Rule Subpart G —Grant Administration |
| **Image Sequence** | |  |  |  | | --- | --- | --- | | **Image Source** | **Time Cue** | **Audio Cue** | | /content/shared/images/placeholders/placeholder.jpg |  | 0:00 | |  |  |  | |  |  |  | |  |  |  | |
| **Bullets** | |  |  | | --- | --- | | **Homeless Management Information System (HMIS):**  A community wide software program that captures client information. It must follow HUD standards for collecting, entering, and sharing data. | 0:01 | | **Annual Performance Report (APR):**  Due 90 days from end of program year. HUD can terminate a grant renewal if APR is late or if it is unacceptable or shows noncompliance. | 0:03 | |  |  | |  |  | |
| **Audio File** | /content/shared/audio/placeholders/placeholder.mp3 |
| **Audio Title** | Two Types of Reporting |
| **Audio CC** | An important part of grant management includes reporting. There are two reporting mechanisms for CoC-funded projects: the Homeless Management Information Systems (HMIS) and Annual Performance Reports (APRs). |
| **Notes** |  |

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | A2-COC |
| **Menu Title** | Reporting |
| **Image** | ${CONTENT\_ROOT}/images/slideimages/coc-v-image\_0031\_iStock\_000005535830XSmall.jpg |
| **Header** | Reporting allows grant recipients to: |
| **Column Text** | For details see:  CoC Program Interim Rule Subpart G —Grant Administration |
| **Image Sequence** | |  |  |  | | --- | --- | --- | | **Image Source** | **Time Cue** | **Audio Cue** | | /content/shared/images/placeholders/placeholder.jpg |  | 0:00 | |  |  |  | |  |  |  | |  |  |  | |
| **Bullets** | |  |  | | --- | --- | | Improve service | 0:01 | | Track and assess outcomes | 0:03 | | Find cost-efficiencies | 0:05 | |  |  | |  |  | |
| **Audio File** | /content/shared/audio/placeholders/placeholder.mp3 |
| **Audio Title** | Benefits of Reporting |
| **Audio CC** | There are many benefits of reporting, including giving HUD data to show Congress the benefit of funding CoC programs, using CoC data to strategically plan around homelessness, and for one’s own organization to attract additional investors. Most importantly, reporting allows grant recipients to improve service, track and assess outcomes, and find cost-efficiencies. |
| **Notes** |  |

## Page Title

## [NOTE: Gave the above to Emily on 5-13-13 at 2:35 PM]

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | A2-COC |
| **Menu Title** | Changes |
| **Image** | ${CONTENT\_ROOT}/images/slideimages/coc-v-image\_0031\_iStock\_000005535830XSmall.jpg |
| **Header** | Grant or Project Changes |
| **Column Text** | For details see:  CoC Program Interim Rule Subpart G —Grant Administration (Regulation 578.105) |
| **Image Sequence** | |  |  |  | | --- | --- | --- | | **Image Source** | **Time Cue** | **Audio Cue** | | /content/shared/images/placeholders/placeholder.jpg |  | 0:00 | |  |  |  | |  |  |  | |  |  |  | |
| **Bullets** | |  |  | | --- | --- | | Regulation specifies what changes are considered “significant” versus minor.  Significant changes require HUD approval through a formal grant amendment.  Recipient must maintain records of minor changes and HUD should be notified. | 0:01 | |  |  | |  |  | |
| **Audio File** | /content/shared/audio/placeholders/placeholder.mp3 |
| **Audio Title** | Communicate with HUD |
| **Audio CC** | Communication with HUD throughout the grant process is critical. This includes not only reporting, but also making HUD aware of any project changes the recipient would like to make. Rules around project changes are briefly discussed here, but please review the CoC Program Interim Rule on the OneCPD website for detailed information. |
| **Notes** |  |

## Page Title

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| **Layout** |  |
| **Template** | V1-COC |
| **Menu Title** | Changes |
| **Media Playlist** | |  |  | | --- | --- | | **Playlist Item** | | | **Media Path** | ${MEDIA\_ROOT}/${CONTENT\_ROOT}/video/videoName.f4v | | **Media Poster Path** | /content/shared/images/placeholders/placeholder.jpg | | **Media Thumbnail** | /content/shared/images/placeholders/placeholder.jpg | | **Media Menu Title** | Grant or Project Changes | | **Media Display Title** | Name of interviewee goes here | | **Media Description** | Name of interviewee’s job title goes here | | **Media CC Title** | Grant or Project Changes | | **Media Captions** | |  |  | | --- | --- | | Text for Caption 1 | 0:00 | | Text for Caption 2 | 0:00 | | Text for Caption 3 | 0:00 | | Text for Caption 4 | 0:00 | | Text for Caption 5 | 0:00 | | |
| **Notes** | These will not be included in course output |

## Page Title

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | S3-COC |
| **Menu Title** | Significant Changes |
| **Header** | Significant changes for CoCs with more than one recipient |
| **Body Text** | A change of project site  Additions or deletions in eligible costs for the project  Change of recipient  A shift in a single year of more than 10% of the total grant amount from one approved budget category to another  A permanent change in the subpopulation served  A permanent reduction in the total number of units funded by the grant |
| **Notes** | These will not be included in course output |

## Page Title

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | S3-COC |
| **Menu Title** | Significant Changes |
| **Header** | Significant changes for CoCs with only one recipient |
| **Body Text** | Change of recipient  A shift in a single year of more than 10% of the total grant amount from one approved budget category to another  A permanent change in the subpopulation served  A permanent reduction in the total number of units funded by the grant |
| **Notes** | These will not be included in course output |

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | Q1-COC |
| **Menu Title** | RoR Quiz |
| **Title** | Unit 2: Quiz |
| **Quiz** | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Code** | **Mode** | **Randomize Questions** | **Randomize Answers** | **Points** | **Max Attempts** | | quiz-1 | formative | false | true | 100 | 2 |  |  |  |  | | --- | --- | --- | | **Question** | | Our House Agency has decided they no longer have the capacity to administer their TH project, Transitions to Success. They have negotiated with Rescue Services to take over the CoC program grant and project for them. Does this scenario require a grant amendment? | | **Correct** | **Feedback** | **Answer Options** | | true | correct-fb | Yes | | false | incorrect-fb | No | | **ID** | **Feedback Text** | | | correct-fb | Correct, the answer is Yes. This is a change of recipient. | | | incorrect-fb | Incorrect | |  |  |  |  | | --- | --- | --- | | **Question** | | Once they’ve taken on the grant, Rescue Services decides they need additional funds for their Case Manager than the project had before. They want to reduce the maintenance line item and increase the case management line item. To make this change, they would need to shift 17% of the total grant amount from Operating to Supportive Services. Does this scenario require a grant amendment? | | **Correct** | **Feedback** | **Answer Options** | | true | correct-fb | Yes | | false | incorrect-fb | No | | **ID** | **Feedback Text** | | | correct-fb | Correct, the answer is Yes. This is a shift in a single year of more than 10 percent of the total grant amount for one approved eligible. | | | incorrect-fb | Incorrect | |  |  |  |  | | --- | --- | --- | | **Question** | | Rescue Services also decides that the original target population for Transitions to Success, individuals with mental illness, should be changed to better fit the needs of the CoC as identified in the latest CoC Point in Time Count. Thus, they would like to change the target population of the project to families with children that have at least one adult member with a mental illness. Does this scenario require a grant amendment? | | **Correct** | **Feedback** | **Answer Options** | | true | correct-fb | Yes | | false | incorrect-fb | No | | **ID** | **Feedback Text** | | | correct-fb | Correct, the answer is Yes. This is a permanent reduction in the total number of units funded by the grant. | | | incorrect-fb | Incorrect | |  |  |  |  | | --- | --- | --- | | **Question** | | No action is needed for changes that are not considered “significant.” | | **Correct** | **Feedback** | **Answer Options** | | false | incorrect-fb | True | | true | correct-fb | False | | **ID** | **Feedback Text** | | | correct-fb | Correct, the answer is False. Any insignificant or minor change must be fully documented in the recipient’s or subrecipient’s records, and the recipient should notify HUD of the change. | | | incorrect-fb | Incorrect | | |
| **Notes** | Jason – how do we kick the quiz answer choices down in order to accommodate longer question text? |

## Quiz Page Title

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| **Object** | **Content** |
| **Unit Title** | Unit 3: Monitoring |
| **Abbreviated Title** | Unit 3: Monitoring |
| **Notes** | These will not be included in course output |

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | A2-COC |
| **Menu Title** | Monitoring |
| **Image** | ${CONTENT\_ROOT}/images/slideimages/coc-v-image\_0029\_iStock\_000006023013Small.jpg |
| **Header** | Monitoring as Program Management |
| **Column Text** | For details see:  CoC Program interim Rule Subpart G — Grant Administration (Regulation 578.107) |
| **Image Sequence** | |  |  |  | | --- | --- | --- | | **Image Source** | **Time Cue** | **Audio Cue** | | /content/shared/images/placeholders/placeholder.jpg |  | 0:00 | |  |  |  | |  |  |  | |  |  |  | |
| **Bullets** | |  |  | | --- | --- | | Two types of monitoring: program and financial | 0:01 | | Monitoring helps to: | 0:05 | | * Assess effectiveness | 0:07 | | * Identify concerns | 0:09 | | * Surface the need for grant amendments | 0:11 | | * Ensure effective service provision | 0:13 | |
| **Audio File** | /content/shared/audio/placeholders/placeholder.mp3 |
| **Audio Title** | Why Monitor? |
| **Audio CC** | Monitoring is a key piece of program management. Each recipient must engage in program monitoring and financial monitoring to make sure that they are fulfilling contractual requirements and meeting performance goals. Monitoring will also help recipients assess effectiveness, identify concerns, prompt the need to submit grant amendments, and make other adjustments to ensure effective service provision. |
| **Notes** |  |

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | S3-COC |
| **Menu Title** | Who Monitors Whom? |
| **Header** | Who Monitors Whom? |
| **Body Text** | HUD monitors recipients  Recipients monitor subrecipients  The CoC monitors recipients and subrecipients  Recipients and subrecipients should monitor themselves internally |
| **Notes** | These will not be included in course output |

## Page Title

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| --- | --- |
| **Object** | **Content** |
| **Layout** |  |
| **Template** | S3-COC |
| **Menu Title** | Who Monitors Whom? |
| **Header** | Monitoring by HUD |
| **Body Text** | HUD monitors recipients for compliance with Grant Agreement and CoC Program interim rule.  HUD will verify records and information submitted to HUD in reports, will examine information from on-site monitoring, audit reports, and information generated from HMIS and HUD’s financial and reporting systems and HUD’s financial and reporting systems (e.g., LOCCS and e-snaps).  After completing the monitoring, HUD will send written correspondence to recipients regarding the results.  **Note:** HUD may or may not give advance notice that they will be performing monitoring or giving a performance review. |
| **Notes** | These will not be included in course output |

## Page Title

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | S3-COC |
| **Menu Title** | Who Monitors Whom? |
| **Header** | Fiscal and financial Monitoring by Unified Financial Agency (UFA) |
| **Body Text** | UFA maintains capacity and fiscal control to disperse federal funds to projects sponsors in accordance with generally accepted accounting principles.  UFA conducts an annual survey, audit or evaluation of financial records of each project. |
| **Notes** | These will not be included in course output |

## Page Title

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | S3-COC |
| **Menu Title** | Who Monitors Whom? |
| **Header** | Monitoring of subrecipients by recipients |
| **Body Text** | Recipients are required to monitor subrecipients at least annually.  Recipients must keep documentation of subrecipient monitoring, including findings and required corrective actions.  Allowable remedial actions/sanctions outlined in CoC Program interim rule.  **Note:** Recipients and subrecipients should monitor themselves for grant compliance with programmatic and financial requirements. |
| **Notes** | These will not be included in course output |

## Page Title

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| **Object** | **Content** |
| **Layout** | Mac HD:Users:jason:Desktop:Screen Shot 2013-04-24 at 5.27.19 PM.png |
| **Template** | T3-COC |
| **Menu Title** | Findings |
| **Title** | Findings After a Monitoring Visit |
| **Column 1** | When HUD has a concern, they will bring it to the recipient’s attention and will make recommendations about how to correct the issue.  The finding requires a corrective action within a prescribed timeline.  Note: Do NOT ignore findings – ask for help if necessary. If not corrected, funds may be deobligated. |
| **Column 2** | The CoC must monitor recipients’ progress and performance across:   * The Continuum on HUD indicators * Additional locally-defined indicators |
| **Column 3** | Performance results are reported to HUD. |
| **Notes** | These will not be included in course output |

## Page Title

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| **Object** | **Content** |
| **Layout** | Mac HD:Users:jason:Desktop:Screen Shot 2013-04-24 at 5.27.19 PM.png |
| **Template** | T3-COC |
| **Menu Title** | Findings |
| **Title** | Examples of past HUD performance indicators |
| **Column 1** | 77% of participants remained housed in HUD PH for at least 6 months  65% of participants exit TH to PH  20% of participants exit employed  Participants use mainstream resources |
| **Column 2** |  |
| **Column 3** |  |
| **Notes** | These will not be included in course output |

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | Q1-COC |
| **Menu Title** | Quiz |
| **Title** | Unit 3: Quiz |
| **Quiz** | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Code** | **Mode** | **Randomize Questions** | **Randomize Answers** | **Points** | **Max Attempts** | | quiz-1 | formative | false | true | 100 | 2 |  |  |  |  | | --- | --- | --- | | **Question** | | Who monitors recipients for compliance with Grant Agreement and CoC Program interim rule? | | **Correct** | **Feedback** | **Answer Options** | | true | correct-fb | HUD | | false | incorrect-fb | Subrecipients | | false | incorrect-fb | The COC | | false | incorrect-fb | Other recipients (peer monitoring) | | **ID** | **Feedback Text** | | | correct-fb | Correct, the answer is HUD. HUD monitors recipients for compliance with Grant Agreement and CoC Program interim rule. | | | incorrect-fb | Incorrect | |  |  |  |  | | --- | --- | --- | | **Question** | | When HUD has a concern after monitoring, and they bring the findings to the recipient’s attention, it is okay to ignore these findings, as they are only suggestions. | | **Correct** | **Feedback** | **Answer Options** | | false | incorrect-fb | True | | true | correct-fb | False | | **ID** | **Feedback Text** | | | correct-fb | Correct, the answer is False. Findings require a corrective action within a prescribed timeline; if not corrected, funds may be deobligated. | | | incorrect-fb | Incorrect | |  |  |  |  | | --- | --- | --- | | **Question** | | HUD will always give advance notice that they will be performing monitoring or giving a performance review. | | **Correct** | **Feedback** | **Answer Options** | | false | incorrect-fb | True | | true | correct-fb | False | | **ID** | **Feedback Text** | | | correct-fb | Correct, the answer is False. HUD **may or may not** give advance notice that they will be performing monitoring or giving a performance review. | | | incorrect-fb | Incorrect | |  |  |  |  | | --- | --- | --- | | **Question** | | Recipients are required to monitor subrecipients at least monthly. | | **Correct** | **Feedback** | **Answer Options** | | false | incorrect-fb | True | | true | correct-fb | False | | **ID** | **Feedback Text** | | | correct-fb | Correct, the answer is False. Recipients are required to monitor subrecipients at least **annually**. | | | incorrect-fb | Incorrect | | |
| **Notes** | These will not be included in course output |

## Quiz Page Title

## [gave the above to Emily at EOD 5-13-13]

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| **Object** | **Content** |
| **Unit Title** | Unit 4: Recordkeeping |
| **Abbreviated Title** | Unit 4: Recordkeeping |
| **Notes** | These will not be included in course output |

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | A2-COC |
| **Menu Title** | About Recordkeeping |
| **Image** | ${CONTENT\_ROOT}/images/slideimages/coc-v-image\_0017\_iStock\_000013964682Small.jpg |
| **Header** | Recordkeeping for CoC Projects |
| **Column Text** | For details see:  CoC Interim Rule Subpart G — Grant Administration (Regulation 578.103) |
| **Image Sequence** | |  |  |  | | --- | --- | --- | | **Image Source** | **Time Cue** | **Audio Cue** | | /content/shared/images/placeholders/placeholder.jpg |  | 0:00 | |  |  |  | |
| **Bullets** | |  |  | | --- | --- | | **Advantages of Recordkeeping:**  Documentation tracks success.  Helps the application process and reporting to funders. | 0:01 | | **Who Keeps Records?**  CoC project recipients who work with HUD.  Subrecipients who operate the program. | 0:05 | | **Recordkeeping Includes:**  Documenting what is done.  Maintaining access to documentation.  Annual monitoring for compliance. | 0:09 | |  |  | |
| **Audio File** | /content/shared/audio/placeholders/placeholder.mp3 |
| **Audio Title** | Keep Careful Documentation |
| **Audio CC** | A key piece of overall program management is documentation. It allows you to track what works and what does not, enables you to measure the services provided, and makes it easier and quicker to apply and report to funders. Keep in mind that this is relevant for the recipient – who works directly with HUD – as well as the project subrecipients who are operating the program. Everyone has to participate and support the effort, especially for the activities for which they are responsible! Recordkeeping includes documenting what you do, keeping it on file, and monitoring annually for compliance. |
| **Notes** |  |

## Page Title

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| **Object** | **Content** |
| **Layout** | Mac HD:Users:jason:Desktop:Screen Shot 2013-04-24 at 5.27.19 PM.png |
| **Template** | T3-COC |
| **Menu Title** | Recordkeeping Requirements |
| **Title** | Recordkeeping requirements |
| **Column 1** | **Recordkeeping requirements for CoC recipients include:**  Obtain documentation from qualified sources.  Maintain the records in your files.  Monitor at least annually for compliance. |
| **Column 2** | Additional documentation is required for participants who pay rent or occupancy charge, or who receive rapid re-housing.  **Participants who pay rent or occupancy charge:**  At least annually, document participant’s income, rent and/or occupancy charge calculations.  **Recipients of rapid re-housing:**  At least annually, re-evaluate the participant’s eligibility and the amount and types of assistance needed to retain housing. |
| **Column 3** |  |
| **Notes** | These will not be included in course output |

## Drag and Drop

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | D1-COC |
| **Menu Title** | Recordkeeping Activity |
| **Drag and Drop** | |  |  | | --- | --- | | **Drag and Drop Static Components** | | | **Activity Title** | Which items require recordkeeping under the CoC? | | **Activity Prompt** | Drag the item into the box below | | **Feedback Title** | Feedback | | **Default Feedback** | Hover a dropped item to review the explanation. | | **Default Status** | No item currently selected. | | **Activity Graphic** | ${CONTENT\_ROOT}/images/interactives/icons/record-keeping.png | | **Activity Graphic Label** | Recordkeeping |  |  |  | | --- | --- | | **Drag and Drop Item 1** | | | **Label** | Homeless  Status | | **Icon Path** | ${CONTENT\_ROOT}/images/interactives/\_0005\_Vector-Smart-Object.png | | **Feedback** | For all CoC projects, recipients or subrecipients must document that participants meet the HUD criteria of homelessness, or at risk of homelessness for high-performing community prevention projects. | | **Status** | Record whether a person is homeless or at risk of homelessness. | | **Correct** | true |  |  |  | | --- | --- | | **Drag and Drop Item 2** | | | **Label** | Disability  Status | | **Icon Path** | ${CONTENT\_ROOT}/images/interactives/\_0004\_Vector-Smart-Object.png | | **Feedback** | The recipient needs to document eligibility criteria, such as disability of participants in Permanent Supportive Housing projects. | | **Status** | Recording a person’s disability status is required under the CoC. | | **Correct** | true |  |  |  | | --- | --- | | **Drag and Drop Item 3** | | | **Label** | Threat  of Harm | | **Icon Path** | ${CONTENT\_ROOT}/images/interactives/\_0003\_Vector-Smart-Object.png | | **Feedback** | A CoC project must document when it provides funding assistance for someone who has been placed in a different CoC geographic area due to imminent threat of further domestic violence, dating violence, sexual assault, or stalking. | | **Status** | Documentation should occur when project participants are believed to be in imminent threat of harm. | | **Correct** | true |  |  |  | | --- | --- | | **Drag and Drop Item 4** | | | **Label** | Services Provided | | **Icon Path** | ${CONTENT\_ROOT}/images/interactives/\_0002\_Vector-Smart-Object.png | | **Feedback** | The recipient or subrecipient must maintain records for each program participant that document the services and assistance provided to that participant. | | **Status** | CoC projects should keep a record of services provided to each participant. | | **Correct** | true |  |  |  | | --- | --- | | **Drag and Drop Item 5** | | | **Label** | Annual Assessment  of Services | | **Icon Path** | ${CONTENT\_ROOT}/images/interactives/\_0001\_Vector-Smart-Object.png | | **Feedback** | Recipients and subrecipients should have evidence that an annual assessment of services has been conducted for those program participants that remain in the program for more than a year. The project should adjust the service package accordingly. | | **Status** | Annual assessment of services should be clearly documented. | | **Correct** | true |  |  |  | | --- | --- | | **Drag and Drop Item 6** | | | **Label** | Termination of  Assistance | | **Icon Path** | ${CONTENT\_ROOT}/images/interactives/\_0000\_Vector-Smart-Object.png | | **Feedback** | If a CoC Program participant is terminated from the project, the recipient must maintain records that the project complied with termination requirements. | | **Status** | The CoC project should clearly document termination of assistance. | | **Correct** | true | |
| **Notes** | These will not be included in course output |

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| **Object** | **Content** |
| **Unit Title** | Unit 5: Required Organizational Policies |
| **Abbreviated Title** | Unit 5: Required Organizational Policies |
| **Notes** | These will not be included in course output |

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | A2-COC |
| **Menu Title** | Establishing Requirements |
| **Image** | ${CONTENT\_ROOT}/images/slideimages/coc-v-image\_0026\_iStock\_000007565657XSmall.jpg |
| **Header** | Required Organizational Policies |
| **Column Text** | For details see:  CoC Program interim Rule Subpart F —Program Requirements |
| **Image Sequence** | |  |  |  | | --- | --- | --- | | **Image Source** | **Time Cue** | **Audio Cue** | | /content/shared/images/placeholders/placeholder.jpg |  | 0:00 | |  |  |  | |  |  |  | |  |  |  | |
| **Bullets** | |  |  | | --- | --- | | Establish policies for ensuring that CoC Program funds are used appropriately. | 0:01 | | Document compliance with the general organizational requirements specified in the CoC Program interim rule. | 0:03 | |  |  | |  |  | |
| **Audio File** | /content/shared/audio/placeholders/placeholder.mp3 |
| **Audio Title** | Establishing Organizational Policies |
| **Audio CC** | The recipient and its subrecipients must establish policies for ensuring that CoC Program funds are used appropriately and they must document compliance with the general organizational requirements specified in the CoC Program interim rule. |
| **Notes** |  |

## Page Title

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | A2-COC |
| **Menu Title** | Conflict of Interest |
| **Image** | ${CONTENT\_ROOT}/images/slideimages/coc-v-image\_0007\_donovan-fenty-p.jpg |
| **Header** | Avoid Conflicts of Interest |
| **Column Text** |  |
| **Image Sequence** | |  |  |  | | --- | --- | --- | | **Image Source** | **Time Cue** | **Audio Cue** | | /content/shared/images/placeholders/placeholder.jpg |  | 0:00 | |  |  |  | |  |  |  | |  |  |  | |
| **Bullets** | |  |  | | --- | --- | | Avoid conflicts of interest by ensuring people with decision-making power do not gain from a CoC grant. | 0:01 | | Conflicts of interest exist for decision-makers, their family members, partners, and those they employ. | 0:03 | |  |  | |
| **Audio File** | /content/shared/audio/placeholders/placeholder.mp3 |
| **Audio Title** | What is Conflict of Interest? |
| **Audio CC** | What is individual conflict of interest? Simply put, people in decision-making positions in an organization cannot obtain personal benefit or gain from the CoC grant. This continues for one year after the position has ended and includes the person, their family members, partner or those they employ. |
| **Notes** |  |

## Page Title

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | A2-COC |
| **Menu Title** | Conflict of Interest |
| **Image** | /content/shared/images/placeholders/placeholder.jpg |
| **Header** | Write a Conflict of Interest Policy |
| **Column Text** |  |
| **Image Sequence** | |  |  |  | | --- | --- | --- | | **Image Source** | **Time Cue** | **Audio Cue** | | /content/shared/images/placeholders/placeholder.jpg |  | 0:00 | |  |  |  | |  |  |  | |  |  |  | |
| **Bullets** | |  |  | | --- | --- | | **Organizational conflicts of interest:**  An agency representative cannot make funding decisions that involve his or her agency.  An employee cannot determine rent or HQS for property his or her agency owns. | 0:01 | | **Individual conflicts of interest:**  Agency decision makers cannot obtain personal benefit or gain from CoC Program funds. | 0:07 | | HUD can grant exceptions. | 0:11 | |  |  | |  |  | |  |  | |
| **Audio File** | /content/shared/audio/placeholders/placeholder.mp3 |
| **Audio Title** | Two Types of Conflict of Interest |
| **Audio CC** | The first policy that every CoC-funded project needs to have on the books is a written conflict of interest policy.  The CoC program distinguishes between two types of conflict of interest; one related to organizations (both recipients and subrecipients) that carry out the project, and the other for individuals involved in implementing the program. Depending upon the circumstances, HUD can grant exceptions for individuals or organizations. |
| **Notes** |  |

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| **Object** | **Content** |
| **Layout** | Mac HD:Users:jason:Desktop:Screen Shot 2013-04-24 at 5.27.19 PM.png |
| **Template** | T3-COC |
| **Menu Title** | Conflict of Interest Quiz |
| **Title** | Quiz: A Scenario |
| **Column 1** | The CoC for the city of “Sunny Street” has selected the review committee for the six applications that were submitted, including Bigfund’s new PH project. The review committee will be voting to determine the applications that will be submitted for funding in the new CoC Program competition. The chair of the committee is Ms. Green, a Bigfund board member who was certain to exclude all employees from the review process to avoid any conflict of interest. |
| **Column 2** | Before starting the ranking process, Ms. Green asked the group if there was anyone with a known conflict of interest. One person raised their hand, stating that they were not comfortable with Ms. Green participating in discussions or voting, knowing she was a board member of Bigfund. |
| **Column 3** | As a participant in the review process and a current Bigfund board member, does Ms. Green represent a conflict of interest?  Click forward to find out. |
| **Notes** | These will not be included in course output |

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | Q1-COC |
| **Menu Title** | Conflict of Interest Quiz |
| **Title** | Unit 5: Quiz |
| **Quiz** | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Code** | **Mode** | **Randomize Questions** | **Randomize Answers** | **Points** | **Max Attempts** | | quiz-1 | formative | false | true | 100 | 2 |  |  |  |  | | --- | --- | --- | | **Question** | | As a participant in the review process and a current Bigfund board member, does Ms. Green represent a conflict of interest? | | **Correct** | **Feedback** | **Answer Options** | | false | incorrect-fb | a) No, there is no conflict of interest | | false | incorrect-fb | b) Yes, but only in voting, not in the discussion | | true | correct-fb | c) Yes, the board member should not participate in the discussion or vote | | **ID** | **Feedback Text** | | | correct-fb | Correct, the answer is C. The CoC Program interim rule specifically calls out this example. “Such an organizational conflict would arise when a board member of an applicant participates in decision of the applicant concerning the award of a grant, or provision of other financial benefits, to the organization that such member represents.” [24 CFR part 587.95] | | | incorrect-fb | Incorrect | | |
| **Notes** | These will not be included in course output |

## Quiz Page Title

## Page Title

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | S3-COC |
| **Menu Title** | More Organizational Policies |
| **Header** | Requiring Participation in Services |
| **Body Text** | Recipients may require participation in supportive services as long as services are not disability-related.  For example, if the purpose of the project is the provision of substance abuse services, recipients may require participation in the services as a condition of the project participation.  If the program purpose is not substance abuse treatment, however, recipients cannot require treatment as a condition of occupancy. |
| **Notes** | These will not be included in course output |

## Page Title

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| **Object** | **Content** |
| **Layout** | Mac HD:Users:jason:Desktop:Screen Shot 2013-04-24 at 5.27.19 PM.png |
| **Template** | T3-COC |
| **Menu Title** | Other Federal Requirements |
| **Title** | Other Federal Requirements |
| **Column 1** | The CoC program is governed by several statutory and regulatory requirements that regulate most HUD programs. Recipients and subrecipients must ensure that they comply with these provisions when they advertise their units, rehabilitate their properties, and administer their programs. |
| **Column 2** | Examples include:   * Nondiscrimination and Equal Opportunity * Transparency Act Reporting * Uniform Administrative Requirements * Environmental Review * Davis-Bacon Act * Coastal Barrier Resources Act of 1982 * Procurement of Recovered Materials * Audit Requirements |
| **Column 3** |  |
| **Notes** | These will not be included in course output |

## Page Title

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| **Object** | **Content** |
| **Layout** |  |
| **Template** | T1b-COC |
| **Menu Title** | Thank You |
| **Title** | Thank You |
| **Subtitle** | This concludes the online training module on the CoC Program: Grant Administration and Program Requirements. |
| **Column 1** | This training provided information on Grant Administration and Program Requirements of the CoC Program. Please be sure to review the other training resources on the [One CPD Resource Exchange](http://www.onecpd.info/) to ensure that you are aware of and able to comply with the complete array of CoC program requirements. Also visit the [CoC Program Grants Administration User Guide](http://www.onecpd.info/resource/2946/coc-program-grants-administration-user-guide/). |
| **Column 2** |  |
| **Column 3** |  |
| **Notes** | These will not be included in course output |