

# Short-Term Rent, Mortgage, and Utilities Assistance (STRMU) and Short-Term Supported Housing Monitoring Checklist

In the Guide, pages 104-111

This document summarizes key questions for monitoring STRMU and Short-Term Supported Housing activities. Grantees may wish to use this list as a guide, and add additional, more specific, questions to develop their monitoring tools. Each monitoring question references pages in the HOPWA Grantee Oversight Resource Guide that provide additional information.



Additional information & resources can be found here: <https://www.hudexchange.info/resource/1025/hopwa-program-administration-toolkit>

HOPWA Grantee Oversight Resource Guide  
<https://www.hudexchange.info/resource/1003/hopwa-grantee-oversight-resource-guide>

## **Documentation of Need—In the Guide, pages 104-107**

### **Does the sponsor document participant need for STRMU assistance?**

Examples of need should generally indicate that the family/household has experienced a sudden loss of income due to changes in health, lost employment, or not yet being eligible for SSDI. Other considerations may include a lost source of income in the household; imminent threat of eviction, foreclosure, or utility shut-off; and extraordinary and unexpected health care costs.

- Verify that any assistance provided will mitigate foreclosure, utility shut-off, or eviction. Sources of verification include:
  - » Written communication with the utility company, landlord, or mortgage company
  - » Case management notes
- Verify that the request is for actual costs. Sources of verification include:
  - » Copies of unpaid utilities, mortgage payments, or rent
  - » Copies of unpaid/non-reimbursable medical bills
  - » Eviction notice or notice to vacate
- Verify that current income is unavailable or inadequate to cover costs. Sources of verification include:
  - » Income verification, including SSI, SSDI, and wages
  - » Application to and denial from other assistance (Ryan White, general assistance, etc.)
  - » Zero income statement from household members 18 and older who do not have income
  - » Unemployment benefits statement
  - » Paycheck stubs indicating a reduction in pay or hours worked

## **STRMU Time Limits—In the Guide, pages 107-110**

### **Does the sponsor consistently and accurately enforce HUD-established time limits for STRMU?**

- Verify which tracking method the sponsor is using
  - » Calendar year
    - Equal to the actual days client seeks assistance

- 21 weeks is equal to 147 days of assistance
- » Rounding a month to 4 weeks
  - Tracks 21 weeks of assistance—equals 5 months and one week of assistance
- » Counting full and partial weeks
  - Tracks 21 weeks based on 52 weeks per year, divided by 12 months, rounded to 4.3 weeks per month
- Verify that the sponsor has a written policy describing the method for determining time limits
- Review tracking documentation in participant files
  - » STRMU tracking spreadsheet
  - » Other method in the client file which clearly indicates tracking method used and that the method is consistently followed for all participants

## **Case Management & Housing Care Plans—In the Guide, pages 110-111**

### **Is the sponsor ensuring provision of case management and completing Permanent Housing Plans?**

- Verify that participant files contain housing assessments, planning, and access to care documentation
  - » Case management notes indicating provision of services
  - » Housing stability plans and needs assessments
  - » Connection other services, referrals to permanent housing and mainstream resources

## **Short-Term Supported Housing—In the Guide, page 112**

### **If HOPWA funds are used to support short-term facilities, such as overnight shelters, does the sponsor comply with the time and size limits?**

- Verify that funds are not used for longer than 60 days during any 6-month period, and that the facility does not exceed 50 households
  - » Written policies and procedures should reflect required time periods and capacity requirements
  - » Participant files should indicate length of time spent in the facility