Sonoma County Continuum of Care
Agency Monitoring Questionnaire
FY 2022 Continuum of Care Competition
Please answer the following questions for the agency as a whole. Form fields are unlimited, but please be succinct. Only one copy of this form is required per agency.

1. Change Management & Institutional Knowledge: What steps does the agency take to ensure project and grants administration knowledge is communicated to new staff? What role does the Board of Directors take in ensuring institutional knowledge is maintained? Have there been any changes in CoC program (non-financial) staffing in the last year and how as this communicated to the Lead Agency and other stakeholders?

2. Have there been any changes in financial management staff since last year? What is the size of your fiscal department, and what are their qualifications? Who monitors monthly expenses vs. budget, and how are modifications made? Who is authorized to draw funds through LOCCS?

3. What activities are you engaging in to increase efficiencies? Do you anticipate reducing program budgets and services? What are your contingency plans for 2022-2023?   Has your agency received increased funding from other sources in the past year?

4. How have you worked to reduce administrative costs, or share resources? Please describe an example of how you have increased cross-sector collaboration. (E.g. partnering with Federally Qualified Health Centers).

5. What feedback do you have for the Continuum of Care? What is going well? What needs are not being addressed? Are there additional compelling issues for you and your organization?

6. Please describe how your agency ensures the confidentiality and security of current and archived client files.

7. What CoC, CDC, or HUD training has your CoC program staff participated in in the last year? What additional training would be helpful?

8. Please describe any policies or procedures to ensure non-discrimination, both to employees and in the provision of services.

9. Has your organization reviewed data for racial and ethnic disparities in the provision of or the outcome of homeless assistance? If racial or ethnic disparities are present, has your organization worked to identify barriers faced by these populations that resulted in being less likely to receive assistance or receive a positive outcome (e.g., lack of outreach) and steps taken or will take steps to eliminate the identified barriers faced by these populations? If yes, please describe efforts made to address racial equity within your programs (including staffing and individuals served). If you would like technical assistance support from CoC Lead Agency staff, please describe the support needed.

10. How has the COVID-19 pandemic affected your organization? What additional resources are needed in light of the pandemic for both staff and program participants?

11. Does your agency use time and activity reports to measure time spent on your agency's various activities? If so, are salary expenses allocated to your various funding sources based on the time and activity reports?*

12. How does your agency separate the transactions of your CoC project from other projects? (E.g. separate checking account, funding accounting system, etc.)*

Questions 10 and 11 will be evaluated by CoC Staff and not the full Evaluation Committee.