

Guide for Review of SHP Clients			
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 review the SHP grantee's homeless projects to determine that client eligibility has been adequately documented in terms of their homelessness upon entry into the program (and for SHP/PH projects, their disability). Following the sampling guidance in Section 13-3 of the introduction to this Chapter, request a listing of project clients (current and former), including their entry dates. Select a random sample from both current and former clients (names, case file numbers, apartment numbers, etc. may be used to identify participants). Review these client files to complete the questions in this Exhibit, supplemented by grantee staff interviews. The file sample selected for this Exhibit can also be used to complete Exhibit 13-1, "Guide for Review of SHP Supportive Services," and Exhibit 13-3, "Guide for Review of SHP Housing."

**Questions:**

1.

<p>Do the client files reviewed adequately document that the individuals or families were homeless prior to entry? Starting in 2005, persons coming into permanent housing must have come from:</p> <ul style="list-style-type: none"> <li>- places not meant for human habitation, such as cars, parks, sidewalks and abandoned buildings;</li> <li>- an emergency shelter; or</li> <li>- transitional housing for homeless persons and who originally came from the streets or emergency shelters.</li> </ul> <p><b>Note:</b> For projects awarded under the Samaritan Initiative for the chronic homeless, persons coming into the project must have come from only places not meant for human habitation or an emergency shelter. (This is a NOFA requirement in 2005 Continuum of Care NOFAs and later.) [24 CFR 583.5]</p>	<p><input type="checkbox"/> <input type="checkbox"/></p> <p><b>Yes</b> <b>No</b></p>
<p><b>Describe Basis for Conclusion:</b></p>	

2.

If SHP funds are used for Permanent Housing Component projects, do the client files reviewed demonstrate disability of the homeless individuals or family members? [24 CFR 583.5]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>Yes No N/A</b>
<b>Describe Basis for Conclusion:</b>     	

3.

Are project clients coming from the target populations (e.g., mentally disabled, domestic violence, veterans) identified to be served in the homeless assistance competition approved application? [24 CFR 583.405]	<input type="checkbox"/> <input type="checkbox"/> <b>Yes No</b>
<b>Describe Basis for Conclusion:</b>     	

4.

For the projects reviewed, was there at least one homeless person or formerly homeless person participating in the policy decision-making process? [24 CFR 583.300(f)]	<input type="checkbox"/> <input type="checkbox"/> <b>Yes No</b>
<b>Describe Basis for Conclusion:</b>     	