

**Instructions:** The documents listed below are required by STEH to effectively monitor your programs. All documents are due to STEH by the date specified in your monitoring email.

**Submission:** Documents must be submitted electronically. If possible, assemble all documents in the order listed below. If submitting individual documents, each item should contain the section heading and corresponding document number listed below. (i.e., Whistleblower/Ethics Policy 10)

✓	#	Financial/Agency Documentation:
	1	Written Financial Management Policies and Procedures including Chart of Accounts relevant to grant <b>2 CFR 200.302; 24CFR 574.450</b>
	2	Procurement Policy <b>2 CFR 200.318; 2 CFR 200.319</b>
	3	Record Retention Policy <b>24 CFR 574.530</b>
	4	Confidentiality Policy/Measures to Protect Personally Identifiable Information <b>24 CFR 574.440; 2 CFR 200.79; 2 CFR 200.82; 2 CFR 200.303(e)</b>
	5	Conflict of Interest Policy <b>2 CFR 200.318; 24 CFR 574.625</b>
	6	Drug Free Workplace Policy and Program Information <b>2 CFR 2429</b>
	7	Organizational Chart for all positions charged to the grant <b>Required for review of payroll transactions</b>
	8	Job Descriptions for all employees whose positions are billed to the grant, including their names <b>Required for review of payroll transactions</b>
	9	Fair Housing Policy <b>24 CFR 574.603; 24 CFR Part 8 and Part 100; 24 CFR Part 5 Subpart A</b>
	10	Insurance Certificates, Fidelity Bonds, and Worker's Compensation Policy <b>STEH Funded Subaward Agreement</b>
	11	Whistleblower/Ethics Policy <b>2 CFR 200.300; 2 CFR 200.205</b>
	12	Debarment Certificate (use the template attached to email) <b>2 CFR 200.113; 2 CFR 200.213</b>
✓	#	HOPWA Program Documentation
	13	Program Policies and Procedures <b>24 CFR 200.303; 24 CFR 574.530</b>
	14	Client Termination Policy <b>24 CFR 574.310(e)</b>
	15	Clients' Grievance Policy <b>24 CFR 574.310(e)(2)(ii)</b>
	16	Domestic Violence Policy (if applicable) <b>24 CFR 574.460; 24 CFR 574.604</b>
	17	Client Rights and Responsibilities <b>24 CFR 574.310(e)(2)(ii)</b>
	18	Lease/Occupancy Agreement for site-based programs <b>24 CFR 574.440</b>
	19	Emergency Transfer Request Tracker <b>24 CFR 574.530(c)</b>
	20	TBRA tracking of rents exceeding HOPWA Rent Standard
	21	HUD Visual Assessment Certificates of Completion (any not previously submitted)
		<b>Required for all persons completing HQS inspections</b>