

## What to Record and Where to Keep the Documentation

Check which entity is required to keep each type of record.

Type of documentation	Recipient/ Subrecipient File for the Agency	Project File for the Grant	Program Participant File	CoC
An applicant's history of prior shelter residence				
Environmental review and approval documentation				
Financial audit for the recipient				
Annual assessment of program participant service needs and case plan				
Subrecipient certification that it will comply with faith-based activities requirements in the CoC Program interim rule				
Case documentation of services provided to each program participant				
Monitoring report on a subrecipient's financial records				
Written observations by a service provider on the reasonable belief of imminent threat of further violence on a potential program participant if she remains within the CoC's geography				
Annual assessment of the project's supportive services plan and budget				
Match documentation totaling actual in-kind services provided during the operating year				
Minutes adopting the CoC's governance charter and designation of the collaborative applicant				
Annual income recertification for a program participant enrolled more than one year				
Conflict of interest policy and disclosures for board members of recipients (and subrecipients) funded with CoC Program funds				
Executed copy of the program participant's lease				
Housing inspection reports for units assisted with CoC Program rental assistance and leasing funds				
Documented participation of homeless or formerly homeless person on the recipient's and subrecipient's board of directors or equivalent policymaking entity				

# What to Record and Where to Keep the Documentation - ANSWERS

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Type of documentation	Recipient/ Subrecipient File for the Agency	Project File for the Grant	Program Participant File	CoC
An applicant's history of prior shelter residence			X	
Environmental review and approval documentation		X		
Financial audit for the recipient	X			
Annual assessment of program participant service needs and case plan			X	
Subrecipient certification that it will comply with faith-based activities requirements in the CoC Program interim rule	X			
Case documentation of services provided to each program participant			X	
Monitoring report on a subrecipient's financial records	X			
Written observations by a service provider on the reasonable belief of imminent threat of further violence on a potential program participant if she remains within the CoC's geography			X	
Annual assessment of the project's supportive services plan and budget		X		
Match documentation totaling actual in-kind services provided during the operating year		X		
Minutes adopting the CoC's governance charter and designation of the collaborative applicant				X
Annual income recertification for a program participant enrolled more than one year			X	
Conflict of interest policy and disclosures for board members of recipients (and subrecipients) funded with CoC Program funds	X			
Executed copy of the program participant's lease			X	
Housing inspection reports for units assisted with CoC Program rental assistance and leasing funds		X	X	
Documented participation of homeless or formerly homeless person on the recipient's and subrecipient's board of directors or equivalent policymaking entity	X			