

SESSION TITLE: Policies and Procedures – Promoting Program Excellence

SESSION HANDOUT

KEY POINTS:

Well organized policies and procedures are a KEY ELEMENT of HOPWA Grant Management:

- Lay out Community-wide standards
- Promote Consistency in Implementation
- Help Ensure Compliance with Local, State, and Federal Requirements
- Provide Continuity Amidst Staff Turnover
- Ensures Fairness and Equal Access
- Provides a Foundation for Grantee Monitoring (and Project Sponsor Self-Monitoring)

Both Grantees and Project Sponsors should have relevant policies and procedures in place

Policies and Procedures Clarify:

- How the Grantee Will Manage and Monitor Its Sub-Awards
- How the Project Sponsor Will Manage and Monitor its Program
- Who is Eligible
- What HOPWA Activities are Funded
- How HOPWA Activities are Implemented
- How HOPWA Activities are Documented

Don't Reinvent the Wheel! Use the Internet to Find Available Examples

Incorporate Standards from Policies and Procedures into Contracts and Monitoring Tools

Use them as the Basis for Training and Capacity Building

RELEVANT HOPWA TECHNICAL ASSISTANCE MATERIALS:

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

HOPWA Short-Term Rent, Mortgage, and Utility Assistance Guide - <https://www.hudexchange.info/resource/4843/hopwa-short-term-rent-mortgage-and-utility-assistance/>

HOPWA Confidentiality User Guide - <https://www.hudexchange.info/resource/3296/hopwa-confidentiality-user-guide/>



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HOPWA Rental Assistance Guidebook - <https://www.hudexchange.info/resource/2818/hopwa-rental-assistance-guidebook/>



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