Low Barrier Project Monitoring Tool

Enter your responses in the blue shaded boxes.

Date:	
Lead Grantee:	
Sub Grantee (*if applicable*):	
Website for Lead/Sub Grantee where low barrier project is:	
HMIS Project Name(s):	
Project Type:	*Select from drop down*
Population Served:	*Select from drop down*
Name and Email of Person Completing Tool:	

Access

How does the project participate in Coordinated Entry (CE)? *(Example: acts as an access point, receives referrals from CE)*

Provide Details:	

Is this project designed to serve families with children?

Select from drop down

Describe allowable family compositions and child age limits:	

If this project is facility-based, is it gender segregated? *(Example: an emergency shelter for males only)*

Select from drop down

Provide Details:	
Describe how the project provides accessible services for each individual's gender identity and expression:	

Eligibility & Intake

Describe the intake options. *(Example: intakes are available M-F from 9am to 5pm by appointment and mobile intakes are available after business hours)*

Provide Details:	

List all documentation that must be turned in at intake and/or to determine eligibility. *(Examples: picture ID, proof of income, proof of homelessness, proof of residency, social security card, marriage certificate, birth certificate, proof of county residence, etc.)*

Provide Details:	

Detail the specific eligibility criteria for the project and reasons someone may be turned away if other than program capacity. *(Example: person must be literally homeless, a resident of the county, income may not exceed 50% AMI, and person must not have used drugs or alcohol in the past 90 days)*

Provide Details:	

List the steps involved in the intake process. *(Example: we meet with client, collect documentation, then we conduct a client interview to determine good fit or not)*

Provide Details:	

Describe the specific criminal convictions that would make someone ineligible for the project. Provide reasons for this rule. *(Example: People with a Level 2 or 3 sex offender status are not eligible because of a local ordinance relating to sex offender housing)*

Provide Details:	

Describe how clients are made aware of the grievance and termination process and the process for future re-enrollment. *(Example: staff go over it with them, they are given it in person, we email it to them, etc.)*

Provide Details:	

Project Staff

Describe the staffing structure and roles. *(Example: Three case mangers, one supervisor and one support staff person)*

Provide Details:	

Do you require staff to complete trainings? *(Example: Trauma Informed Care, Mental Health First Aid, Crisis Intervention, etc.)*

Select from drop down

Provide Details:	