

DHCD HOME PROGRAM

RENTAL DEVELOPMENT PROJECT MONITORING GUIDE

Part 1. Project Information

Reviewer: _____

Part 2. Administrative Interview

Part 3. Project Documentation

Date: _____

I. PROJECT INFORMATION

1 Project Name: _____

Property Location: _____

Owner: _____

Contact info: _____

Email address: _____

Management Agent: _____

Property Manager: _____

Contact Info: _____

Email address: _____

2 Project Schedule

Date Completed

| | |
|-----------------------------|--|
| a. Award | |
| b. HOME Contract Executed | |
| c. Construction Start | |
| d. Construction Completion | |
| e. Certificate of Occupancy | |
| f. Initial Occupancy | |
| g. Full Occupancy | |

3 Other Housing Programs in project

| | |
|--------------------------|--|
| LIHTC | |
| Project-based assistance | |
| Section 202 | |
| HIF | |
| Local HOME | |
| Other State Program | |
| Other | |
| Other | |

4 HOME allocation:

\$ _____

DHCD Affordability Period Expires: _____

HUD Affordability Period Expires: _____

5 Local PJ responsible for*:

| | | |
|--|-----|----|
| | YES | NO |
| | | |
| | | |

| II. ADMINISTRATIVE REVIEW | | ANSWER | | NOTES / DETAILS |
|---|--|--------|----|-----------------|
| | | YES | NO | |
| PROCUREMENT & LABOR ISSUES | | | | |
| 6 | Did the developer comply with the procurement requirements per their HOME agreement? (may include: Written documentation of procedures; Written solicitation/scope; Open/free competition; Appropriate advertising; etc). | | | |
| 7 | Are the required Section 3 and M/WBEs opportunity provisions included in the bid packets and contractor contracts? | | | |
| 8 | Is there documentation of the affirmative steps to ensure M/WBEs and Section 3 businesses have had an equal opportunity to compete? <i>24 CFR 92.508(a)(7)(ii)(B)</i> | | | |
| 9 | Have adequate reports been maintained and submitted regarding the solicitation and procurement of M/WBE and Section 3 businesses? | | | |
| 10 | Has owner/contractor hired local residents and/or businesses under M/WBE? | | | |
| 11 | Has owner/contractor hired local residents and/or businesses under Section 3? | | | |
| 12 | If 12 or more HAUs, were federal labor standard provisions and wage rate determinations (Davis-Bacon) implemented? | | | |
| CONSTRUCTION MANAGEMENT | | | | |
| 13 | Has the project manager established a tracking system to monitor the completion of the project activities against the implementation schedule and budget? | | | |
| 14 | Has the project manager established a system to oversee construction and approve change orders? | | | |
| 15 | Does the project file demonstrate that inspections were performed prior to contractor payment? | | | |
| 16 | Were release of liens granted before final contractor/subcontractor payment? | | | |
| 17 | Do work write-ups, changes orders and inspection docs indicate that property standards and state/local codes were met? | | | |
| 18 | If applicable, does the project comply with Energy Star performance standards and was there a Mortgage Industry Home Energy Scale rating (HERS)? | | | |
| ENVIRONMENTAL ISSUES | | | | |
| 19 | Have any environmentally-related complaints been received as a result of project activities? | | | |
| 20 | Does the project reveal the existence of any hazardous sites or other environmental concerns? | | | |
| RELOCATION ISSUES (if necessary) | | | | |
| 21 | Was the property occupied prior to rehabilitation with HOME funds? | | | |
| 22 | Did relocation of residents occur? | | | |
| 23 | Is there documentation of a tenant roster current at time of funding application (including name, household size, income, unit size and rent)? | | | |
| 24 | Was proper relocation noticed provided to tenants? Date of Initial Notice: Date of Notice of Nondisplacement: | | | |
| 25 | Did the developer offer a comparable unit to all displaced households and calculate reimbursement housing expenses correctly? Evidence of payment? | | | |
| 26 | Is there documentation that tenants were informed of their rights under the Fair Housing Act? <i>24 CFR 42.350(a)</i> | | | |
| ON-SITE INSPECTION | | | | |
| 27 | Does the project appear to meet applicable property standards? | | | |

| III. PROJECT DOCUMENTATION | | ANSWER | | NOTES / DETAILS |
|----------------------------|--|--------|----|-----------------|
| | | YES | NO | |
| 1 | Property Insurance | | | |
| 2 | Written Specifications | | | |
| 3 | Work Write-Up/Cost Estimate | | | |
| 4 | Contractor Bid Documents | | | |
| 5 | Contractor's Certificate of Insurance / Bond / Letter of Credit | | | |
| 6 | Construction Contract / Notice to Proceed | | | |
| 7 | List of Excluded Parties (state & federally debarred contractors list) | | | |
| 8 | If 12 or more HAUs, were federal labor standard provisions and wage rate determinations (Davis-Bacon) included in construction contract? | | | |
| 9 | Contractor Invoice / Payment Certifications | | | |
| 10 | Waiver of Liens from All Contractors and Suppliers / Evidence of Contractor Disbursement | | | |
| 11 | M/WBE reports | | | |
| 12 | Section 3 reports | | | |
| 13 | Approved Change Orders (if applicable) | | | |
| 14 | Building Permits | | | |
| 15 | Documentation of Final Inspection / HQS / C of O (which includes IECC) | | | |
| 16 | Energy Star inspection rating (if Energy Star eligible) | | | |
| 17 | Lead-based Paint Compliance Documentation, if pre-1978 building | | | |
| 18 | HOME funds Requisitions/Draw-downs | | | |
| 19 | Final Cost Certification / other approved accounting report | | | |
| 20 | Conflict of Interest policy precluding related parties from occupying HAUs | | | |
| 21 | Environmental Clearance* | | | |
| 22 | Relocation documentation (URA) (if applicable)* | | | |
| 23 | HUD Project Completion Report* | | | |

* items local PJ may be responsible for

MONITORING SUMMARY

| 1 Compliance Checklist | Finding | Recommendation |
|------------------------------------|----------------|-----------------------|
| General Recordkeeping | _____ | _____ |
| Project Management | _____ | _____ |
| Environmental Issues | _____ | _____ |
| Procurement | _____ | _____ |
| Financial Management | _____ | _____ |
| Equal Opportunity and Fair Housing | _____ | _____ |
| Construction Process | _____ | _____ |
| MBE/Section 3 | _____ | _____ |
| Energy Efficiency | _____ | _____ |
| Relocation | _____ | _____ |

2 List the specific findings that must be noted in the monitoring letter:

3 Next monitoring visit:

4 Follow-up notes:

