

DHCD HOME PROGRAM

RENTAL OCCUPANCY PROJECT MONITORING GUIDE

Reviewer: _____

Date: _____

PROJECT INFORMATION

1 Project Name: _____

Property Location: _____

Owner: _____

Contact info: _____

Email address: _____

Management Agent: _____

Property Manager: _____

Contact Info: _____

Email address: _____

2 Have there been changes in management staff since the last monitoring visit? _____

3 DHCD Affordability Period Expires: _____

HUD Affordability Period Expires: _____

4 Have there been any previous monitoring or compliance findings by DHCD?

5 **Total Units:** _____

_____ 0 bdrm	_____ 3 bdrm
_____ 1 bdrm	_____ 4 bdrm
_____ 2 bdrm	_____ other

HOME units: _____

_____ 0 bdrm	_____ 3 bdrm
_____ 1 bdrm	_____ 4 bdrm
_____ 2 bdrm	_____ other

Required HOME units:
per agreement _____

_____ 0 bdrm	_____ 3 bdrm
_____ 1 bdrm	_____ 4 bdrm
_____ 2 bdrm	_____ other

Vacant Units: _____

Vacant Units: _____

6 Number of mobility-accessible units? _____

Number of sensory-accessible units? _____

7 Are the HOME-assisted units fixed or floating: **FIXED | FLOATING**

If units are floating, is the bedroom distribution and amenities of the HOME-assisted units consistent with the Exhibit A of the contract and/or Affordable Housing Restriction? *24 CFR 92.252(j)* **YES | NO**

- 8 Are any tenants receiving tenant-based Section 8 rental assistance: **YES** | **NO**
 During the life of the project, has a Section 8 household ever occupied a unit? **YES** | **NO**
- 9 Are any units receiving project-based rental assistance: **YES** | **NO**

Subsidy Source:	Quantity	Which units:
Section 8		_____
Section 202		_____
MRVP*		_____

*if MRVP, what percentage of a household's income is allocated towards rent? _____ %

- 10 Are rents adjusted for utilities? **YES** | **NO**

Source: _____

Date: _____

INCOME & RENT COMPLIANCE TENANT PROTECTIONS		ANSWER		COMMENTS/DETAILS
		YES	NO	
11	Is each tenant file complete with the following documentation: <i>24 CFR 92.508</i> a. Tenant income certifications? <i>Summary sheet detailing household income, effective date, household size, members' age, bedroom size</i> b. Tenant income supporting documentation? <i>- Third Party documentation (preferred); or</i> <i>- Steady/Salaried/Regular employment: 3 consecutive months of pay stubs, or</i> <i>- Unsteady/Weekly variations in employment: 12 months of pay stubs</i> <i>- Clarification of overtime, bonuses, raises, etc. may be necessary</i> <i>- Documentation of all assets (3rd party verification preferred)</i> <i>- Assets disposed of in past 2 years</i> <i>- Public Assistance</i> <i>- Pensions</i> <i>- Student Status</i> <i>- Child Support/Alimony</i> <i>- Affidavit of No Income or No Child Support/Alimony (notarized)</i> c. Tenant Lease <i>24 CFR 92.253</i> d. Does the tenant lease provide the required 30-day notice for tenancy termination for all causes, including non-payment? <i>24 CFR 92.253(c)</i> e. Does the lease exclude all prohibitive clauses required? <i>24 CFR 92.253(b)</i> f. Is there a Lead-Based Paint disclosure pamphlet, for new move-ins in pre-1978 buildings?			
12	Is there a procedure for timely annual recertification? <i>24 CFR 92.252(h)</i>			
13	Gross contract rent identified (including tenant portion, subsidy amount and utility allowance)? <i>24 CFR 92.252</i>			
14	Do all HAU gross contract rents comply with the applicable HOME rent limits? <i>24 CFR 92.252</i>			
15	Do 20% of the HAUs have household incomes below 50% (VLI) and rents below the Low HOME rent limit (for projects with 5 or more HAUs)? <i>24 CFR 92.252(b)</i>			
16	Did all new move-in households have incomes below 60% AMI?			
17	Are all household incomes below 80% AMI (at recertification)?			

EQUAL OPPORTUNITY AND FAIR HOUSING		ANSWER		COMMENTS/DETAILS
		YES	NO	
18	Are equal employment opportunity (EEO) posters located in conspicuous places?			
19	Are FHEO language and logos included in handbooks, policies, procedures manuals and other program literature? <i>24 CFR 92.351</i>			
20	Does management have an affirmative marketing plan and/or affirmative fair housing plan? <i>24 CFR 92.351</i>			
21	Have there been any fair housing or discrimination complaints?			
22	Does management have a written tenant selection plan? <i>24 CFR 92.253(d)</i>			
23	Does the tenant selection plan identify an appeal process for rejection?			
24	For CHDO properties, does management provide and follow a program of tenant participation in management decisions? <i>24 CFR 92.303</i>			
25	Does management have a Conflict of Interest procedure that prohibits related parties (employees, etc.) from occupying HAUs? <i>24 CFR 92.356(f)</i>			
26	a. Is a written waiting list maintained? <i>24 CFR 92.253(d)3</i> b. Is the wait list open?			
27	Does management conduct outreach to populations that would not normally apply? (for Boston MSA - Metrolist) <i>24 CFR 92.351</i>			
28	Does management conduct outreach to persons with disabilities (www.massaccesshousingregistry.org)?			
29	Is documentation maintained regarding demographics of tenant applicants and residents (race, ethnicity, gender and disability)? <i>24 CFR 92.508(7)</i>			
30	Is there a procedure for assisting persons with Limited English Proficiency?			

FINANCIAL MANAGEMENT		ANSWER		COMMENTS/DETAILS
		YES	NO	
31	Has the Awardees maintained adequate financial records in accordance with DHCD requirements? <i>24 CFR 92.508</i>			
32	Have any project financial audits been conducted to date during the term of the HOME project?			
33	Does the audit contain any concerns or findings of non-compliance?			
34	Is evidence of current insurance provided in the file? a. Is DHCD listed as the loss payee? b. Is a 30-day notice of cancellation provided?			
35	Is there a report comparing expenditures against budgeted line items? (variance report)			
36	Has the owner created and maintained a replacement reserve account? Balance: \$ _____ Date: _____ Monthly Contribution: \$ _____			
37	Has the owner created and maintained an operating reserve account? Balance: \$ _____ Date: _____ Periodic Contribution: \$ _____			

MONITORING SUMMARY

1 Compliance Checklist	Finding	Recommendation
General Recordkeeping	_____	_____
Financial Management	_____	_____
Equal Employment Opportunity	_____	_____
Affirmative Marketing/Fair Housing	_____	_____
VLI/LI Unit Compliance	_____	_____
Rents	_____	_____
HQS Compliance	_____	_____
Certification Documentation	_____	_____
Timely Recertifications	_____	_____
Lease Requirements	_____	_____

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

3 Next monitoring visit: _____

4 Follow-up notes:

TENANT FILE REVIEW

For a random sample of *at least 20%* of HAUs* (but not less than 3), review the files for the following information and determine compliance.

Unit No.	Unit Size	Family Size	Family Income	HOME Income Limit	Current Rent (inc. subsidies & util allow)	HOME Rent Limit	Date of Cert	HQS Date	Move-In or Low HOME

* If less than 6 HAUs, all files will be reviewed

The last 5 years of tenant files are required to be available for inspection.

File Review Notes:

Compliance:
 VLI:
 Rents:
 Lease:
