

DHCD HOME, HIF, HSF, CIPF, CATNHP/TOD, CBH, AHT PROGRAMS
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 (by program): _____

HUD HOME Affordability Period Expires: _____

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

5 Vacant Units: _____

6 Number of mobility-accessible units? _____

Location: _____

Number of sensory-accessible units? _____

Location: _____

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*		_____
Other (specify)		_____

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

10 Are rents adjusted for utilities? **YES** | **NO** Is the actual lower than the utility chart?

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</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 program unit's gross contract rents comply with the applicable rent limits? <i>24 CFR 92.252 HOME, HIF, CIPF, CATNHP, TOD, HSF</i>			
15	For HOME, do at least 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 applicable program limits (e.g.: HOME 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	Are units listed on MassAccess Housing Registry (all vacants, not only accessible)? massaccesshousingregistry.org			
29	Is the program accessible for persons with disabilities, including having a reasonable accommodation policy (Section 504)?			
30	Is documentation maintained regarding demographics of tenant applicants and residents (race, ethnicity, gender and disability)? <i>24 CFR 92.508(7)</i>			
31	Is there a procedure for assisting persons with Limited English Proficiency?			
SUPPORTIVE SERVICES		ANSWER		COMMENTS/DETAILS
		YES	NO	
32	Does the project include units that require supportive services?			
33	Is there a current tenant services plan in place?			
34	Does the project have a contractual agreement with an outside service provider? a. Identify provider? b. Copy of contract provided?			
35	Does the developer or management have dedicated staff to provide supportive services? a. Identify title? b. FTE c. Work for management or owner?			
36	Is there a dedicated funding stream to pay for services, and/or line item in operating budget? a. Source? b. Amount \$ _____ c. Copy of contract provided?			

FINANCIAL MANAGEMENT		ANSWER		COMMENTS/DETAILS
		YES	NO	
37	Has the Awardees maintained adequate financial records in accordance with DHCD requirements? <i>24 CFR 92.508</i>			
38	Have annual project financial audits been conducted during the most recent year or in the past year?			
39	Does the audit contain any concerns or findings of non-compliance?			
40	Is evidence of current insurance provided in the file? a. Is DHCD/CEDAC listed as the loss payee? b. Is a 30-day notice of cancellation provided?			
41	Is there a report comparing expenditures against budgeted line items? (variance report) Time Period?			
42	Is there an Annual Cash Flow covering the past 2 years?			
43	Is there a Cash Flow provision in the program note(s)? For HIF: is there evidence of submitting required annual project-specific cashflow reporting to CEDAC?			
44	Has the owner created and maintained a replacement reserve account? Balance: \$ _____ Disbursements List: Date: _____ Monthly Contribution: \$ _____			
45	Has the owner created and maintained an operating reserve account? Balance: \$ _____ Disbursements List: Date: _____ Periodic Contribution: \$ _____			

GENERAL MAINTENANCE		ANSWER		COMMENTS/DETAILS
		YES	NO	
46	Are regular unit and property inspections conducted? Frequency?			
47	Has management completed a CAN/CIP? (provide)			
48	Has the property included any energy-saving or environmentally-friendly improvements?			

PHYSICAL INSPECTION - <i>do the following areas comply with HUD's HQS requirements?</i>		ANSWER		COMMENTS/DETAILS
		YES	NO	
49	Commons areas			
50	Exterior of building(s) and grounds			
51	Utility rooms - clear of hazardous materials and debris			
52	Random Unit Inspection - at least 20% of program units; - 3 units minimum; - at least 1 per building at scattered site projects			

Resources

- For a copy of the **“Purple Book”** – [Technical Guide for Determining Income and Allowances for the HOME Program](http://portal.hud.gov/hudportal/documents/huddoc?id=19754_1780.pdf)
PDF version: http://portal.hud.gov/hudportal/documents/huddoc?id=19754_1780.pdf
- Department of Housing & Community Development (DHCD)**
<http://www.mass.gov/hed/housing/affordable-rent/>
100 Cambridge St., Suite 300
Boston, MA 02114 (617) 573-1300
Housing Development Division’s E- Source:
To subscribe send a blank email to:
join-dhcd-housingdevelopment@listserv.state.ma.us
- Department of Housing & Urban Development (HUD):** http://www.hud.gov/offices/cpd/affordablehousing/programs/home/HOME_Final_Rule: <http://www.hud.gov/utilities/intercept.cfm?offices/cpd/affordablehousing/lawsandregs/regs/finalrule.pdf>

HOME Rent limits & Income limits:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/affordablehousing/programs/home/limits/rent
<http://www.hud.gov/offices/cpd/affordablehousing/programs/home/limits/income/>

TENANT FILE REVIEW

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

Unit No.	Unit Size	Hhold Size	Hhold Income	Program Income Limit (specify)	Current Rent (inc. subsidies & util allow)	Program Rent Limit (specify)	Date of Cert	HQS Date	Move-In or Low HOME (if app'ble)

* If less than 6 DHCD Program-assisted units, 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:
