Ongoing Monitoring: Rental Housing Project

Project Name: _____   **Project ID:** _____

Reviewer: _____   **Date:** _____

I. BACKGROUND INFORMATION

1. Amount of HOME Allocation:

_____

2. Number HOME-assisted Units:

_____

3. Period of Affordability:

_____

Owner should also complete a Project Compliance Report (Checklist 6-D) on a yearly basis during the period of affordability and submit it to the PJ.

II. PROJECT COMPLIANCE

QUESTIONS	ANSWER Y	N	COMMENTS/ ACTIONS REQUIRED
A. PROJECT REQUIREMENTS			
1. Does the owner have tenant selection procedures that are non-discriminatory?			
2. Does the owner provide adequate information to program applicants about program rules and expectations?			
3. When the floating designation is used, does the owner ensure that the rental units are comparable?			
B. PROPERTY STANDARDS AND ELIGIBLE COSTS			
4. Does the property still meet all local codes and property standards?			

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II. PROJECT COMPLIANCE

QUESTIONS	ANSWER		COMMENTS/ ACTIONS REQUIRED
	Y	N	
C. RENT, OCCUPANCY, AND ONGOING REQUIREMENTS			
5. Does the owner complete a Project Compliance Report (Checklist 6-D) and submit it to the PJ on time every year?			
6. Does the owner monitor rents in HOME-assisted units and enforce HOME rent limits in all projects?			
7. Does the owner monitor and enforce HOME low-income occupancy requirements?			
8. Are tenant incomes properly documented during occupancy?			
9. Is there a copy of a lease in every tenant file?			
10. Are all leases signed in HOME-assisted units free of prohibited provisions?			
11. Does the owner conduct regular property inspections?			
12. Does the owner affirmatively market units?			
13. Does the owner follow his/her tenant selection policy?			

A HOME Program Model