



HOME Program Monitoring Series

Session 6: Rental Housing

Spring 2021



Overview

Presenters

Kris Richmond

Les Warner



HOME Monitoring Webinar Series Overview

Understanding Monitoring April 13, 2021			
General Administration	Program Oversight and Financial Management; Match Exhibits: 7-25 7-33 April 15, 2021	CHDO Exhibit: 7-32 April 20, 2021	Oversight of Program Partners & Their Written Agreements Exhibits: 7-34 7-35 7-36 April 22, 2021
	Homebuyer Development Exhibit: 7-27 April 27, 2021	Homebuyer Assistance Exhibit: 7-28 May 4, 2021	Homeowner Rehabilitation Exhibit: 7-26 May 11, 2021
	Rental Exhibit: 7-29 April 29, 2021	TBRA Exhibit: 7-31 May 6, 2021	Long-Term Rental Compliance Exhibit: 7-30 May 13, 2021



Rental Housing Webinar Objectives

- Review rental housing compliance - what does HUD monitor?
- Introduce CPD Monitoring Handbook Exhibit 7-29
- Identify:
 - HOME rental requirements and required policies & procedures
 - Required documentation – to demonstrate compliance during commitment, development, and initial lease up
 - Program design considerations
- Recommend steps to prepare for HUD monitoring



Compliance Requirements for PJs and Partners

- Requirements in this webinar apply to the entity that administers the rental program
 - PJ
 - Subrecipient
 - State recipient
 - Contractor
- When a partner administers program, PJ must provide oversight
 - Is partner compliant with rental requirements? (covered in this webinar)
 - Is PJ conducting required oversight of partner?
 - See Exhibits 7-34, 7-35 & 7-36 and related webinar



How Much Experience Do You Have Monitoring HOME Rental Projects?

A. Less than 1 year

B. 1-5 years

C. 5+ years





Regulatory Requirements

HOME Final Rule Part 92 - Rental Housing Requirements

Section 92.252

- Low-income/very low-income occupancy
- Affordable rents (High & Low HOME units)
- Affordability period (based on activity & amount of HOME funds)
 - Rent and income restrictions apply through affordability period



Other HOME Requirements

Program Requirements

§92.202 - Site & neighborhood standards

§92.205 - Forms of assistance, subsidy limits, cost allocation

§92.205(c) - Minimum HOME per unit investment

§92.206 - Eligible costs

§92.214 - Prohibited activities and fees

Project Requirements

§92.250(a) - Maximum per unit HOME investment

§92.250(b) - Project underwriting

§92.251 - Property standards and inspections

§92.253 - Tenant protections and preferences



Other HOME Requirements (cont.)

Administrative Requirements

- §92.2 - Definition of commitment
- §92.502 - Project set-up in IDIS
- §92.504 (a) - PJ responsible for day-to-day operation/oversight
- §92.504 (b) & (c) - Written agreements with owners, developers & sponsors; required provisions
- §92.508 - Recordkeeping

CHDO Requirements

- §92.2 - Definition of CHDO
- §92.300 - CHDO set-aside
- §92.208 - CHDO operating assistance
- §92.301 - CHDO project-specific assistance and seed money loans



Other Federal & OMB Requirements

Other Federal Requirements in HOME Rule

- §92.350 - Nondiscrimination
- §92.351 - Affirmative marketing
- §92.352 - Environmental review
- §92.353 - Relocation
- §92.354 - Davis-Bacon & labor
- §92.356 - Conflict of interest provisions
- §92.359 - Violence Against Women Act

OMB Requirements

2 CFR Part 200 – Uniform Administrative Requirements

- Financial management
- Cost eligibility & allocability



Introduction to CPD Monitoring Exhibit 7-29

Exhibit 7-29
HOME Program

6509.2 REV-7 CHG-1

Guide for Review of Rental Development or Rehabilitation Projects and/or Policies & Procedures	
Participating Jurisdiction: Click or tap here to enter text.	Subrecipient: Click or tap here to enter text.
PJ Staff Consulted: Click or tap here to enter text.	
Name of HUD Reviewer(s): Click or tap here to enter text.	Date of Review: Click or tap here to enter text.
Type of Monitoring Review:	<input type="checkbox"/> Project File Review <input type="checkbox"/> Policies & Procedures Review <input type="checkbox"/> Combined: Project <u>and</u> Policies & Procedures Review

NOTE: All questions contain the citation for the source of the requirement (statute, regulation, NOFA, or grant agreement). If the requirement is not met, HUD must make a finding of noncompliance.

File Selection Summary (Required)	
Program Year(s) Reviewed:	Click or tap here to enter text.
Number of Files Reviewed:	Click or tap here to enter text.
How were files selected?	<input type="checkbox"/> Random <input type="checkbox"/> Non-Random <input type="checkbox"/> Statistical <input type="checkbox"/> Combination (describe): Click or tap here to enter text.
Were additional files selected for review?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Overview: Rental Program Policies & Procedures

Regulatory Requirements			Program Design
Project Review & Selection (Pre-commitment)	Written Agreements (Commitment)	Project Implementation	Program Design & Operational Considerations: PJ Decisions
Project Description & Schedule	Executing Written Agreements with Owners, Developers & Sponsors	Unit Designations, HOME Rent Limits & Affordability Period	Targeting to Meet Program Goals
Project Underwriting, Determination of Subsidy & Eligible Costs	Required Provisions in Written Agreements	Property Standards & Inspections	Identifying & Selecting Projects
Site & Neighborhood Standards	Additional Required Provisions in Agreements with CHDOs	Project Completion Deadline	Underwriting & Subsidy Layering Policies
Environmental Review		Tenant Selection	Standards to Ensure Quality
		VAWA & Lease Requirements	





Monitoring Rental Program Requirements

Discussion of Topic Areas

Requirements

- Key regulatory requirements on which the Exhibit Questions are based

Documentation

- Items that must be documented to demonstrate compliance, including both policies & procedures and file documentation

Compliance Review

- Compliance determinations that go beyond basic file documentation (as needed)



Requirements: Project Review and Selection Phase



Project Description and Schedule

Requirement

- Address or legal description
- Schedule/timetable
- Construction must be expected to start within 12 mos.

Documentation

- Written agreement – *clearly states property address*
- Project schedule – *established and shows project milestones; shows construction start within 12 mos.*



Project Underwriting

Requirement

- PJ must adopt underwriting policy & procedures
- Required elements of policy:



Market Demand



Developer Capacity
and Experience



Project Financing

- Notice CPD-15-09, Requirements for Committing HOME Funds, provides detail on these reviews



Project Underwriting (cont.)

Before underwriting is finalized, PJ must also ensure compliance with:



HOME Subsidy Amount



Eligible Forms of
Assistance



Cost Allocation



Underwriting: Market Demand

Requirement

Determine market demand for a project w/in a neighborhood

Documentation

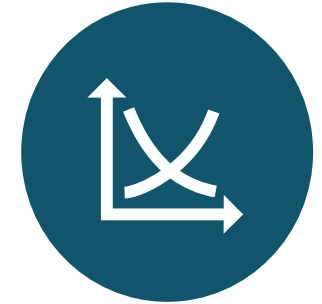
- PJ's market assessment policy
- Market assessment for the project area



Underwriting: Market Demand (cont.)

Compliance Review

- Market assessment is performed by qualified staff or independent expert
- Market assessment includes:
 - Analysis of local market trends, including the supply, demand & competition
 - Identification of market area from where renters are likely to be drawn
- Market assessment concludes that market demand is sufficient; that is, proposed project is likely to lease up at proposed rents, w/in project schedule
- Date of assessment is less than 12 months prior to commitment of HOME \$\$



Underwriting: Developer Capacity and Experience

Requirement

Assess experience & financial capacity of developer/project owner to carry out proposed project



Documentation

- PJ's policy that describes what PJ will accept as sufficient experience & financial capacity
 - Describes how PJ will make determination that capacity & experience is sufficient
 - Based on size, scope & complexity of project
- For each project, review of:
 - Current capacity and prior experience of the organization
 - May include organizational charts, resumes of key staff
 - Financial statements and audits to determine the developer's net worth, portfolio risk, pre-development funding, and liquidity
 - PJ determination that developer has experience & capacity, per PJ's underwriting policy



Underwriting: Project Financing

Requirements

PJ must determine:

- Sources & application (uses) of funds are clear
- Costs are HOME-eligible & reasonable
 - No excessive return to owner/developer
- All necessary financing in place
- No more HOME funds in project than needed (subsidy layering analysis)



Underwriting: Project Financing (cont.)

Documentation

- Final project budget & sources and uses statement
- Written, firm financial commitments from other funders
- Operating pro forma, for at least the affordability period
- Copy of PJ's subsidy layering analysis
- Written cost estimates for development
- Evidence that PJ's review follows its underwriting & subsidy layering policy



Underwriting: Project Financing (cont.)

Documentation – Special Cases



- For pre-award costs, if applicable:
 - Invoice showing:
 - Costs incurred up to 24 months before commitment
 - Costs were for architectural, engineering or related professional services required to prepare plans, drawings, specifications or work write-ups
 - Written agreement – *shows reimbursement was expressly permitted*
- For refinancing, if applicable:
 - If PJ permits refinancing, copy of PJ refinancing policy in Con Plan
 - For project that includes refinancing:
 - PJ determination that it was part of the rehabilitation
 - It was necessary to maintain or create new affordable units
 - Affordability period was at least 15 years



HOME Per-Unit Subsidy Amount

Requirements

- Minimum: HOME investment – \$1,000+ per HOME unit
- Maximum per-unit HOME subsidy – Less than or equal to applicable subsidy limits



Documentation

Development budget & sources and uses statement – *shows compliance & PJ review*



Eligible Forms of Assistance

Requirement

Form of HOME assistance must be eligible

- Interest-bearing or non-interest-bearing loan or advance, deferred payment loan, grant, or other form of assistance HUD approved in writing



Documentation

- Loan or grant agreement -- *shows eligible form of assistance*
- If form of assistance other than those listed, copy of approval letter from HUD



Cost Allocation

Requirement

For multi-unit properties w/ mix of HOME and non-HOME units, PJ must allocate eligible HOME costs to HOME units

- PJ must follow HUD cost allocation procedures (See Notice CPD-16-15)



Documentation

- Development budget, sources and uses statement
- Copy of PJ's cost allocation analysis ("show your work")
 - HOME subsidy did not exceed total HOME-eligible costs
 - Cost allocation was done properly (e.g., HOME-ineligible costs were subtracted out prior to determining total HOME cost)
- If PJ used pro-ratio methods, plans & specs that show PJ determined unit comparability



Site and Neighborhood Standards

Requirement

Newly constructed rental housing must comply with site and neighborhood standards at 24 CFR 983.57(e)(2) and (3)

Documentation

If applicable, copy of PJ's site selection and neighborhood standards review



Environmental Review

Requirement

PJ must conduct environmental review before committing HOME funds

Documentation

- Signed Form 7015.16 - Determination of Exemption from Environmental Review or of Categorical Exclusion Not Subject to Related Laws or Authority to Use Grant Funds (evidence of environmental review)
- Copy of flood insurance policy, if required (i.e., property located within the Special Flood Hazard Area (SFHA))

Exhibit 21-1 covers environmental review requirements

Exhibit 27-1 covers flood insurance requirements



Requirements: Written Agreement (Commitment)



Overview to Written Agreements with Owner, Developer & Sponsor

- Written agreement is a **commitment of funds**:
 - Conveys HOME requirements
 - Ensures developer compliance
 - Must provide sufficient detail for PJ to monitor compliance and performance effectively
- Written agreement is legally-binding
- Date of execution is trigger for 4-year completion deadline
- HUD will **always** review the written agreement as part of monitoring

*Enforcement tool
for PJ*



Execution of Written Agreement

Requirement

- PJ executes written agreement **after** project review and **before** disbursing HOME funds
- All parties must sign & date the agreement

Documentation

- Complete, executed copy of the written agreement and any amendments
- Agreement is signed & dated by all parties
- IDIS initial funding date is same or after written agreement date



Required Provisions: Written Agreements with Owners, Developers or Sponsors



- ✓ Use of funds
- ✓ Duration of agreement
- ✓ Affordability requirements
- ✓ Tenant preferences
- ✓ Property standards
- ✓ Affirmative marketing
- ✓ Other Federal requirements
- ✓ Recordkeeping
- ✓ Reporting
- ✓ Breach of agreement
- ✓ Funds disbursement
- ✓ Prohibited fees



Use of Funds



Use of Funds provisions describe how HOME funds will be used:

- Project address or legal description
- Amount & use of HOME and other funds in project
- Specific tasks to be performed
- Detailed project schedule
- Complete project budget that includes all sources and uses



Affordability Requirements



- Term of agreement must cover affordability period
- Requirements that apply through affordability period for HOME-assisted units in the project
 - Initial rents
 - Procedures for rent increases
 - Number of HOME units (High/Low HOME rent units)
 - Unit size
 - Designation of units (fixed v. floating)
 - Identification of HOME units by unit number no later than occupancy
- Enforcement mechanism to secure requirements for duration of affordability period



Tenant Preferences, Property Standards & Affirmative Marketing



Tenant Preferences (if applicable)

- Description of the limitation or preference
- Note: Must be consistent with PJ's Consolidated Plan

Property Standards

- Specific property standards that must be met upon completion
- Specific property conditions standards that apply during affordability period

Affirmative Marketing

- PJ's specific affirmative marketing requirements for the project
- Applies to projects with 5 or more HOME units

Property Standards Tool: <https://files.hudexchange.info/course-content/home-monitoring-webinar-series-chdos/HOME-Monitoring-Property-Standards-Handout.pdf>



Other Federal Requirements



- Nondiscrimination (provide detail or reference requirements of 24 CFR 92.350)
- Relocation, for projects
 - Involving acquisition, demolition, and/or rehabilitation
 - Where tenants or owners may be required to relocate
- Davis-Bacon and labor requirements (for projects w/ 12 or more HOME-assisted units)
- Conflict of interest provisions
- Violence Against Women Act (VAWA) provisions, for rental or TBRA projects with HOME funds commitment 12/16/16 or later



Recordkeeping & Reporting



- Recordkeeping – what records must be kept & for how long?
 - Specifies what is submitted to PJ v. maintained onsite
 - Retention
 - Project records – Retain **5 years** after project completion
 - Written agreement – Retain **5 years** after agreement terminates
- Reporting – what must be submitted to PJ?
 - Must include rent & occupancy report (annual)
 - Must include financial report, for projects with 10+ HOME units (annual)



Remedies for Breach



- Remedies for breach of the agreement
 - Specifies corrective actions PJ can take in event of breach
 - Examples: management interventions, repayment of HOME funds



Funds Disbursement & Fees



Funds disbursement provision - specify that funds can be disbursed:

- Only when funds are needed for payment of eligible costs
- Only for amount needed

Prohibited fees provision - specify that owner may not charge fees that are not customary in area

- E.g., laundry room access fees, parking fees
- OK to charge fees that are customarily charged by other rental developments in the area



Agreements with CHDOs Using Set-aside Funds



Property Ownership

- CHDO must own the property during development & for at least as long as period of affordability

CHDO Oversight

- CHDO must oversee all aspects of the development process
- CHDO can hire experienced project manager for oversight

If CHDO is Sponsor

- Agreement with LP/LLC must specify that CHDO may be removed for cause only & must be replaced with another CHDO



Special Cases - Other CHDO Agreements



If CHDO is receiving operating assistance

- Description of allowable operating costs
- Provision that CHDO is expected to receive set-aside funds w/in 24 months
- Terms & conditions re: that expectation

If CHDO is receiving project-specific technical assistance and site control loans

- Define allowable costs
- Require loan repayment unless repayment is waived due to project impediments beyond control of the borrower

If CHDO is receiving project-specific seed money loans

- Define allowable costs
- Require loan repayment unless repayment is waived due to project impediments beyond control of the borrower



Requirements: Project Implementation



Unit Designations

Requirements

- PJ must designate project as having fixed or floating units - at the time of project commitment
 - If floating, unit comparability applies
- Designate specific units (assisted / non-assisted, High / Low) - no later than occupancy

Documentation

- Written agreement – *states whether project has fixed or floating units*
 - If units are floating, plans/work write-ups -- *to show unit comparability*
- PJ documentation of individual unit designation(s)



HOME Rent Limits

Requirements

- Rent restrictions:
 - Rent may not exceed the High HOME rent limits
 - In projects w/ 5+ HOME units, Low HOME rent limits apply to 20% of units
 - If SRO units, SRO rent rules apply
- If tenant pays utilities, must deduct a utility allowance to determine max rent
- PJ must review and approve the initial project rents



HOME Rent Limits (cont.)

Documentation

- Rent schedule
 - Must show that rents do not exceed HOME rent limit in effect at time of leasing (for unit type)
- If tenant pays utilities, documentation that utility allowance was subtracted to determine max rent
- Onsite, rent schedule must be consistent with tenant leases



Affordability Period

Requirements

- PJ determines length of affordability period based on type of activity & amount of HOME investment
- PJ secures HOME requirements w/ legal mechanism
 - Deed or use restriction
 - Covenant running w/ land
 - Other, if approved by HUD in writing

Documentation

- Written agreement – *specifies affordability period; was it correctly determined?*
- Copy of legal mechanism used & evidence that it was recorded



Property Standards: New Construction

Requirement

- Upon completion, project must meet new construction property standards

Documentation

- Construction contract (scope) – *sufficient to perform inspection*
- Progress inspection(s) – *shows compliance*
- Final inspection – *shows property met standards at completion*

Property Standards Tool: <https://files.hudexchange.info/course-content/home-monitoring-webinar-series-chdos/HOME-Monitoring-Property-Standards-Handout.pdf>



Property Standards: Rehabilitation

Requirements

- PJ must adopt written rehabilitation standard which address:
 - State/Local codes, health & safety, lead-based paint, accessibility, disaster mitigation
- PJ must assess remaining useful life of major systems (If 26+ units, capital needs assessment)
- Upon completion, project must meet PJ's rehab standard

Documentation

- Scope of construction contract – *sufficient to perform inspection*
- Initial inspection – *identifies deficiencies to establish scope*
- Progress inspection(s) – *shows compliance*
- Final inspection – *shows property met standards at completion*
- Copy of capital needs assessment, if applicable



Property Standards: Acquisition

Requirement

- Property to be acquired must meet applicable property standards
 - If constructed within 12 mos. of commitment – new construction standards
 - If rehabilitated within 12 mos. of commitment or acquired in standard condition – rehabilitation standards

Documentation

- Approved building plans & certificate of occupancy (if recent)
- Inspection, dated no earlier than 90 days before HOME commitment



Property Standards: Disaster Mitigation & Broadband

Requirements

- Project must meet disaster mitigation requirements, where applicable
- Certain projects must include installation of broadband infrastructure
 - New construction or substantial rehabilitation w/ 4+ rental units
 - HOME funds committed after 1/19/2017

Documentation

- Evidence of compliance with applicable state or local disaster mitigation standards
- Evidence of broadband infrastructure installation, if applicable; or PJ determination of special circumstance(s)



Project Completion Deadline

Requirements

- Project completion deadline = 4 years from date of commitment
- Project completion is defined as:
 - Construction is complete
 - Project meets property standards
 - Final draw is disbursed
 - Project is marked “complete” in IDIS
- One-year extension permitted with HUD approval
 - Written PJ request: project status, how obstacles will be overcome, proof of funding, schedule & copy of written agreement



Project Completion Deadline (cont.)

Documentation

- Final inspection (w/o deficiencies) or certificate of occupancy (or other) – *must show construction was completed per property standards*
- Completion data was entered in IDIS within 120 days of final draw
- If project failed to meet 4-year completion deadline
 - Copy of all documents related to HUD extension (PJ request & HUD approval), **or**
 - If extension was denied or project terminated, evidence of repayment



Tenant Selection Policies

Requirements

Owner must adopt written tenant selection policies:

- Occupancy by very low- and low-income households
- Limits on eligibility or tenant preferences, if any
- Does not exclude applicants with other rental assistance
- Chronological selection from written waiting list
- Written notification of rejection & reason
- Complies with VAWA requirements



Tenant Selection Policies (cont.)

Documentation

- Consolidated plan – *must describe limits or preference to particular populations, if applicable*
- Written agreement – *describes how preferences apply to project*
- Owner's selection policy – *must include all required elements*
- Rejected & approved applications – *must show compliance with policy (onsite review)*



VAWA Requirements

Requirement

Owner is subject to applicable VAWA requirements for POA

- Notice requirements
- Bifurcation of lease requirements
- Obligations under emergency transfer plan

Documentation

Written agreement – *must specify VAWA requirements if project received HOME \$\$ commitment on or after 12/16/16*



Lease Requirements

Requirements

- Certain terms may not be included in lease
- If project commitment date is after 12/16/16, leases must include VAWA lease addendum

Documentation

Tenant leases

- Does not include any prohibited lease terms
- Includes VAWA addendum, if applicable



Prohibited Lease Terms at 92.253(b)

- Agreement to be sued, admit guilt, or judgment in favor of landlord in a lawsuit over the lease
- Treatment of property (ability to take, hold or sell property of household without notice to tenant or court decision unless tenant has moved out and state law allows)
- Excusing owner from responsibility for any action
- Waiver of notice of lawsuit
- Waiver of legal proceedings relating to eviction
- Waiver of jury trial
- Waiver of right to appeal court decision
- Tenant charged for cost of legal action regardless of outcome
- Mandatory supportive services (unless transitional housing)



Which Provisions are NOT Required in a Written Agreement with an Owner, Developer, or Sponsor?

A. Affordability requirements

B. Documentation of support from community members

C. Property standards

D. Reporting & recordkeeping requirements





Program Design Considerations: Enhancing Rental Policies & Procedures

Overview to Program Design Considerations

- Comprehensive policies and procedures (P&Ps) include:
 - What's required by statute/regulation (we've discussed)
 - What's needed to reflect PJ's program design and operations
 - To address PJ's policy objectives
 - To reflect PJ's administrative structure and staffing
- PJs should regularly self-assess rental programs and compliance
 - Is program meeting its goals effectively and efficiently?
 - Are there problem spots in the program?
 - Have goals changed?
- If HUD IDs problems, it may look at the PJ's program design policies and procedures & required elements to determine what led to issues identified



PJ Decisions – Housing and Community Development Goals



Who does program serve?

- HOME income targeting v. deeper targeting
- Prioritize other types of units/clients - large family, accessible



PJ preferences for certain projects?

- Target neighborhoods?
- Development type? (new construction v. moderate or substantial rehab)
- Do proposal review criteria match preferences?



How are projects selected?

- RFP v. rolling application
- Readiness?
- Cost issues?
- Developer experience and capacity?



Program Operations

Program Administration

PJ, contractor, state recipient, or subrecipient?

Developers

Is developer pool sufficient?
Is process working?

CHDO Preferences

Separate RFP for CHDO selection?
Scoring advantages for CHDO?

Coordinate with Other Programs

Collaboration with other CPD programs or LIHTC?

Underwriting

How is market demand assessed?
What are program limits?

Ensuring Development Quality

Do procedures reinforce quality?
Are there local building policy preferences?

Project Completion

Retainage policy?

Refinancing

Is it permitted?
In what circumstances?

Records Retention

If state recipient or subrecipient administers program, who retains records?





Preparing for HUD Monitoring

CPD Monitoring Handbook, Exhibit 7-29

Exhibit 7-29
HOME Program

6509.2 REV-7 CHG-1

Guide for Review of Rental Development or Rehabilitation Projects and/or Policies & Procedures	
Participating Jurisdiction: Click or tap here to enter text.	Subrecipient: Click or tap here to enter text.
PJ Staff Consulted: Click or tap here to enter text.	
Name of HUD Reviewer(s): Click or tap here to enter text.	Date of Review: Click or tap here to enter text.
Type of Monitoring Review:	<input type="checkbox"/> Project File Review <input type="checkbox"/> Policies & Procedures Review <input type="checkbox"/> Combined: Project <u>and</u> Policies & Procedures Review

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How were files selected?	<input type="checkbox"/> Random <input type="checkbox"/> Non-Random <input type="checkbox"/> Statistical <input type="checkbox"/> Combination (describe): Click or tap here to enter text.
Were additional files selected for review?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Preparing for HUD: Document Assembly

Document Assembly

- Rental program P&Ps
 - Underwriting, refinancing guidelines
 - Written rehab standards
 - Affirmative marketing & tenant selection policies
 - Program application & materials
- Written agreement templates
- Applicable HOME limits: income, max per unit subsidy, rent limits
- Past monitoring results (by PJ & HUD)
- Citizen input
- Monitoring Exhibits 7-24 (pre-monitoring) & 7-29 (Rental Development)
- Post 2011 HOME Activities Report
- Con Plan / Action Plan

**Self-
assessment**

**HUD
Monitoring**



Preparing for HUD: Self-Assessment

**Document
Assembly**

Self-assessment

- P&Ps review
- Documentation review
- Monitoring questions review

**HUD
Monitoring**



Pre-monitoring Self-assessment

Regulatory Compliance

- Policies and procedures
- Written agreements and docs
- Regulatory limits and requirements
- Eligibility documentation

Program Performance

- Program status (IDIS)
- Production vs. ConPlan goals

Monitoring & Evaluation

- PJ monitoring
- Response to prior monitoring
- Citizen comments/media
- Staff skills/training
- Changes to program

<https://files.hudexchange.info/course-content/home-monitoring-webinar-series-understanding-monitoring/HOME-Monitoring-PJ-Self-Assessment-Handout.pdf>





Resources and Tools

CPD Monitoring Handbook

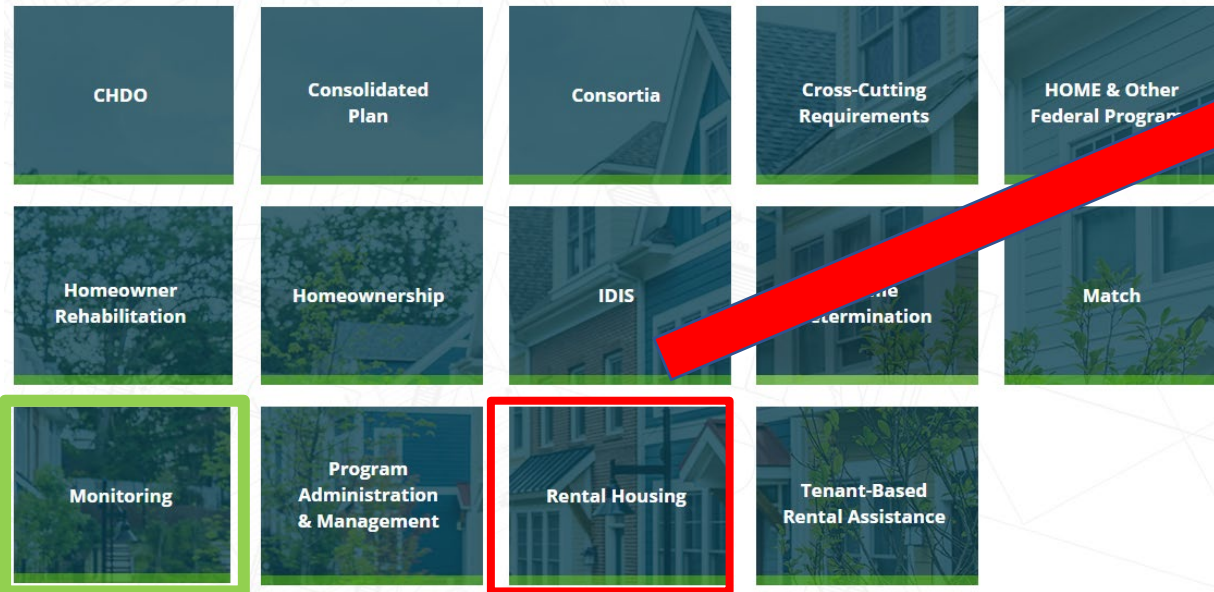
CHAPTER 7: HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)	WORD
Optional Attachments 7-0 (4 files), Exhibits 7-1 through 7-23, and Attachment 7-1 – (REMOVED)	
Exhibit 7-24 - HOME Pre-Monitoring Checklist	WORD
Exhibit 7-25 - Guide for Review of Program Oversight, Financial Management, and Cost Allowability	WORD
Exhibit 7-26 - Guide for Review of Homeowner Rehabilitation Projects and/or Policies & Procedures	WORD
Exhibit 7-27 - Guide for Review of Homebuyer Development and/or Rehabilitation Projects and/or Policies & Procedures	WORD
Exhibit 7-28 - Guide for Review of Homebuyer Downpayment Assistance Projects and/or Policies & Procedures	WORD
Exhibit 7-29 - Guide for Review of Rental Development or Rehabilitation Projects and/or Policies & Procedures	WORD
Exhibit 7-30 - Guide for Review of Rental Project Compliance and/or Policies & Procedures	WORD
Exhibit 7-31 - Guide for Review of Tenant-Based Rental Assistance (TBRA) Projects and/or Policies & Procedures	WORD
Exhibit 7-32 - Guide for Review of Community Housing Development Organization (CHDO) Qualifications, Projects, and/or Policies & Procedures	WORD
Exhibit 7-33 - Guide for Review of Match Requirements	WORD
Exhibit 7-34 - Guide for Review of Contractor Written Agreements	WORD
Exhibit 7-35 - Guide for Review of State Recipient Written Agreements and Oversight	WORD
Exhibit 7-36 - Guide for Review of Subrecipient Written Agreements and Oversight	WORD

https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/6509.2/



HUD Exchange HOME Page – Rental Topic

HOME Topics



HOME Rental Housing

HOME Investment Partnerships Program (HOME) funds may be used for the acquisition, new construction, or rehabilitation of affordable rental housing. HOME-assisted rental units must be occupied by income eligible tenants, and carry rent and occupancy restrictions for varying lengths of time depending upon the amount of HOME funds invested per unit. Included in this topic area is information about program design issues, subsidy layering, lease terms, calculating rents, using HOME with Low-Income Housing Tax Credits, and managing for ongoing compliance.

For more information on Rental Housing, see [24 CFR 92.252](#).

Find by Resource Type

[Policy Guidance and FAQs](#)

[Guidebooks and Tools](#)

[Videos and Training Material](#)

Policy Guidance and FAQs

FAQs

[HOME Rental Housing Development FAQs](#)

View HOME Rental Housing Development FAQs.

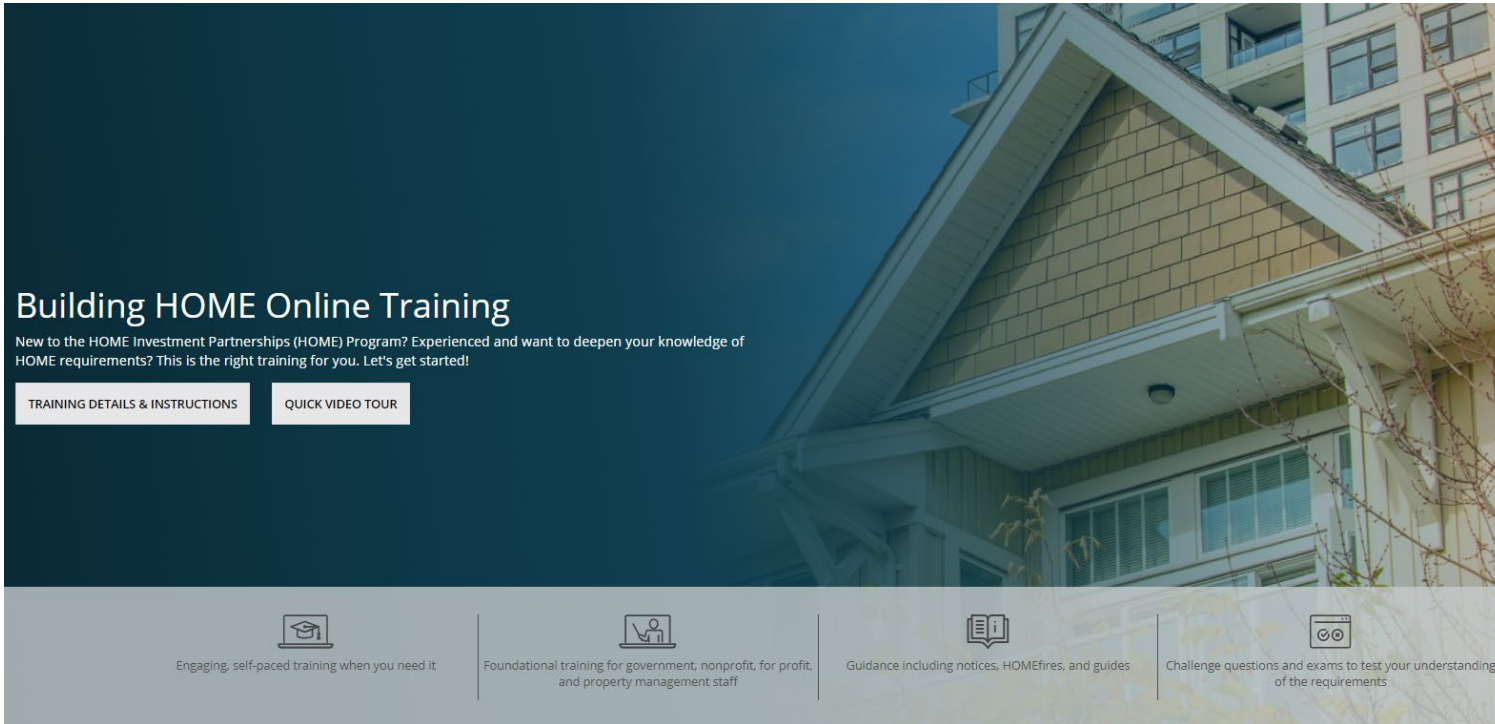
Program Limits

[HOME Maximum Per-Unit Subsidy Limits](#)

This notice establishes an interim policy that Field Office staff and PJs must follow directing PJs to use the Section 234-Condominium Housing basic mortgage limits, for elevator-type projects, as an alternative to the Section 221(d)(3) limits in order to determine the maximum amount of HOME funds a PJ may invest on a per-unit basis in HOME-assisted housing projects.



Building HOME Online Training



Building HOME Online Training

New to the HOME Investment Partnerships (HOME) Program? Experienced and want to deepen your knowledge of HOME requirements? This is the right training for you. Let's get started!

[TRAINING DETAILS & INSTRUCTIONS](#) [QUICK VIDEO TOUR](#)

Engaging, self-paced training when you need it

Foundational training for government, nonprofit, for profit, and property management staff

Guidance including notices, HOMEfires, and guides

Challenge questions and exams to test your understanding of the requirements

<https://www.hudexchange.info/trainings/building-home/>



Module 6

Rental Housing Activities



Additional Resources

[Notice CPD-15-09: Requirements for Committing HOME Funds - HUD Exchange](#)

[Notice CPD-16-15: Allocating Eligible Costs and Identifying HOME-Assisted Units in Multi-Unit HOME Rental and Homeownership Development Projects - HUD Exchange](#)

Self-Assessment Tool: <https://files.hudexchange.info/course-content/home-monitoring-webinar-series-understanding-monitoring/HOME-Monitoring-PJ-Self-Assessment-Handout.pdf>

Property Standards Tool: <https://files.hudexchange.info/course-content/home-monitoring-webinar-series-chdos/HOME-Monitoring-Property-Standards-Handout.pdf>

Need technical assistance to prepare for HUD monitoring? [Request TA on the HUD Exchange](#).





Wrap Up

Questions?



HOME Monitoring Webinar Series Overview

Understanding Monitoring April 13, 2021			
General Administration	Program Oversight and Financial Management; Match Exhibits: 7-25 7-33 April 15, 2021	CHDO Exhibit: 7-32 April 20, 2021	Oversight of Program Partners & Their Written Agreements Exhibits: 7-34 7-35 7-36 April 22, 2021
	Homebuyer Development Exhibit: 7-27 April 27, 2021	Homebuyer Assistance Exhibit: 7-28 May 4, 2021	Homeowner Rehabilitation Exhibit: 7-26 May 11, 2021
	Rental Exhibit: 7-29 April 29, 2021	TBRA Exhibit: 7-31 May 6, 2021	Long-Term Rental Compliance Exhibit: 7-30 May 13, 2021

