

## **Monitoring**

There are three components to HOME Program monitoring which occur throughout the HOME affordability period.

### **Annual Income and Rent Reviews**

This component involves an annual desk review by HOME Program staff of the income and rent information outlined in Chapter 4 (Income Verifications, Rent Reviews and Forms).

### **On-Site Inspections**

Program regulations require physical inspections of buildings containing HOME units and the units themselves:

- ⇒ every 3 years for projects with 1 to 4 units;
- ⇒ every 2 years for projects with 5 to 25 units; and
- ⇒ every year for projects with 26 or more units.

On-site inspections of mobile home parks with HOME lots are not required on an ongoing basis.

### **File Reviews**

After the initial lease-up of a HOME project and periodically thereafter, HOME staff conduct a site visit to the grantee's offices to review files to determine HOME Program compliance. Though these monitoring visits may cover any aspect of the HOME Program, staff typically focus on the following:

- ⇒ Overall HOME record-keeping systems
- ⇒ Organizational files for:
  - Tenant Selection Policy including Affirmative Marketing Plan;
  - Procurement Policy;
  - Equal Opportunity Housing Poster.
- ⇒ Tenant files for:
  - Income documentation for HOME units;
  - HOME leases;
  - Notification to tenants regarding lead-based paint hazards.
- ⇒ On the first visit, project files for construction related items, including:
  - Bid summary sheets completed for contractors
  - Construction contracts with HOME attachments, including verification of debarment and eligibility check with VT Secretary of State and the Excluded Parties List System
  - Bonds or letters of credit, if applicable
  - Results of post lead-based abatement clearance tests;
  - Certificate of occupancy, if applicable.