



SUMMARY OF COMPLIANCE MONITORING OF HOME FUNDED RENTAL PROJECTS

PLANNING & BUILDING DEPARTMENT • COUNTY OF SAN LUIS OBISPO
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The Housing Team monitors at least four HOME-assisted rental projects each year to meet HUD requirements. Information can be found on HUD's website:

Compliance in HOME Rental Projects: A Guide for Property Owners

http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/affordablehousing/library/modelguides/2009/2009homerentalpo

The Housing Team will randomly select at least 10 percent of the total housing unit files assisted with HOME funds or a minimum of three files per small projects. The Accounting staff conducts financial management and project manager conducts compliance monitoring. Accounting Staff and Project manager may conduct the monitoring visit together or separately but in the same week.

Below outlines the monitoring steps for HOME rental projects:

A. Monitoring preparation

The Project Manager must follow the steps below:

1. Locate the file for the project to find the written agreement between the County and project owner (Subrecipient)
2. Prepare a monitoring letter to notify the project owner of the monitoring visit at least 2 weeks prior to actual monitoring visit. See sample monitoring letter.

The Project Owner (Subrecipient) must provide the following:

1. Rental program application form/ package and related materials for developer applicants Policy and procedures
2. Home income limits in effect for the years under review
3. Income determinations and guidelines
4. Marketing procedures or plan / marketing materials (Advertisements and flyers)

B. On-site monitoring

The Project Manager and Project Owner review HOME regulations using Exhibit 7-7.

1. Rent Limits <http://www.hud.gov/offices/cpd/affordablehousing/programs/home/limits/rent/>
2. Income levels <http://www.hud.gov/offices/cpd/affordablehousing/programs/home/limits/income/>
3. Affordability period
4. Affirmative marketing (Fair Housing)
5. Lead-Based paint and asbestos
6. Relocation
7. Prevailing wage and procurement (12 units or more- Davis Bacon)