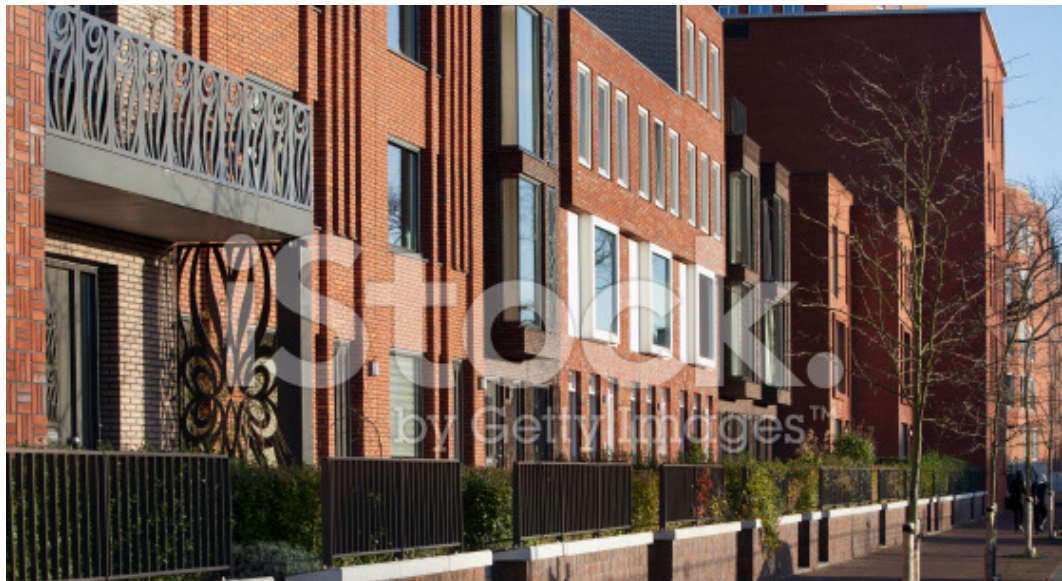


# Facility-Based Housing Monitoring Checklist

In the Guide, pages 116-129

This document summarizes key questions for monitoring facility-based housing activities. Grantees may wish to use this list as a guide, and add additional, more specific, questions to develop their monitoring tools. Each monitoring question references pages in the HOPWA Grantee Oversight Resource Guide that provide additional information.



Additional information & resources can be found here: <https://www.hudexchange.info/resource/1025/hopwa-program-administration-toolkit>

HOPWA Grantee Oversight Resource Guide  
<https://www.hudexchange.info/resource/1003/hopwa-grantee-oversight-resource-guide>

## **Supervision of Care & Support—In the Guide, pages 118-119**

**Does the HOPWA-assisted project have adequate residential supervision to ensure housing and services standards are met, individual participant service needs are evaluated, and services delivered are appropriate to their needs?**

- Review participant files for thorough housing assessments and planning, satisfactory access to care and support, and housing stability outcomes
  - » Verify that participant needs and barriers to housing stability are identified and plans indicate actions to address needs and barriers
  - » Verify that program policies and procedures outline how housing and services standards will be met
- Review evidence of staff training and supervision to determine whether it is adequate to the level and type of care and support provided

## **Habitability Standards—In the Guide, page 119**

**Are habitability standards being monitored and met for the project?**

- Verify that participant or property management files contain initial and annual inspections and that any deficiencies were noted and addressed by the property owner

## **Prohibition on Fees—In the Guide, pages 120-212**

**Are projects charging participant rents as the only participant fee?**

- Review sponsor program income records for monetary contributions other than rent
- Review marketing materials and application packages to verify that they do not indicate additional fees
- Verify that any fees for additional amenities are optional (not a condition of residency) and that such charges are not considered when completing rent calculations

## **Rent Calculations—In the Guide, page 120**

**Are resident rent payments accurately calculated and re-examined at least annually, with adequate supporting documentation in participant files, including income verifications?**

- Review participants records for:
  - » Documentation of current income (including affidavits of zero income, if applicable)
  - » Calculation of gross income and adjusted annual income
  - » Calculation of tenant rent payment
  - » Calculation of HOPWA subsidy payment
- Verify that participant income verifications and rent calculations are updated at least annually
- Review Earned Income Disregard (EID) documentation, if applicable

## **Capital Projects Only: Scope and Quality of Work—In the Guide, pages 122-125**

**If a HOPWA-funded project included construction, rehabilitation, or conversion, was the work performed in a satisfactory and cost-effective manner, following development standards, including environmental clearances in advance of disbursements, resident relocation, and adherence to lead-based paint requirements?**

- In advance of capital development, review the project for soundness and project sponsor capacity to manage the project
- Review project files for documents indicating monitoring of development activities, regularly occurring construction updates, and site inspections

## **Capital Projects Only: Timely Occupancy of New Projects—In the Guide, pages 125-127**

**Were projects occupied by residents in a timely manner during the monitoring review period and based on approved development plans, with no more than 5% of the units remaining vacant at any given time?**

- Review and verify implementation of realistic and thorough outreach and lease-up plans

- Review sponsor tracking system outlining timelines for unit completion
- Review regularly updated occupancy rates

**Capital Projects Only: Tracking and Enforcement of “Minimum Use Periods”—In the Guide, pages 125-127**

**Does the sponsor track, enforce, and comply with the “Minimum Use Periods” for development activities related to acquisition, conversion, lease, and repair of facilities to provide housing and services?**

- Review sponsor use data and stewardship certifications in relevant sections of the HOPWA CAPER or APR report
- Review HOPWA participant files for any potential set-aside units still under the minimum-use obligations

**Capital Projects Only: Energy Star—In the Guide, pages 127-128**

**Is the sponsor familiar with HUD’s Energy Star program and its commitment to promoting the use of energy-efficient products and practices when funding rehabilitation or construction of new housing?**

- Review sponsor work plans and results if the grantee requires Energy Star
- Review for documentation of Energy Star products and practices

**Agreements and Funding for Service Providers—In the Guide, pages 128-129**

**Does the sponsor have agreements in place for the provision of services at a community residence, with qualified service providers, and do these agreements demonstrate adequate funding and sufficient capacity to provide services?**

- Verify capacity and experience of the service provider to provide the necessary level of care
- Review agreements which outline service provider experience and capacity expectations