HOME

Rental Housing Development

PROGRAM GUIDE

State of Wisconsin - Department of ADMINISTRATION

WISCONSIN DEPARTMENT OF ADMINISTRATION
Division of Housing
housing.wi.gov

This Program Guide provides a general overview of Wisconsin's HOME Rental Housing Development (RHD) Program, as administered by the Wisconsin Department of Administration, Division of Housing (DOH). It is designed to acquaint prospective applicants with the basic features and requirements of the HOME Program and thereby assist them in applying for HOME RHD Program funds. It is primarily an informational tool, and does not attempt to provide a complete and exhaustive statement of all rules and requirements of the HOME Rental Housing Development Program.

The HOME Program is governed by Federal regulations 24 CFR 92 "HOME Investment Partnerships Program Final Rule" ("Regulations") and applicable state and federal laws. The latest version of the HOME Final Rule, released in July 2013 can be found at: http://www.hud.gov/offices/cpd/affordablehousing/programs/home/index.cfm

If you require additional information about the HOME Rental Housing Development Program (RHD), contact the program manager at 608-264-7838 or email DOAAffordableHousing@wisconsin.gov.

For additional information, visit the Division of Housing HOME RHD Home Page at: http://doa.wi.gov/Divisions/Housing

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Note, please visit the DOH website for the most recent forms available. Forms in the Guide are for reference only.

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I. HOME OVERVIEW

The *Home Investment Partnership Program* (HOME Program) was created under Title II of the National Affordable Housing Act of 1990 and amended and reauthorized by the Housing and Community Development Act of 1992. The general purposes of HOME are:

- To expand the supply of decent and affordable housing, particularly rental housing, for extremely low-, very low- and low-income households.

- To strengthen the abilities of state and local governments to design and implement strategies for achieving adequate supplies of decent, affordable housing.

- To extend and strengthen partnerships among all levels of government and the private sector, including for-profit and nonprofit organizations, in the production and operation of affordable housing.

The HOME Program is governed by Federal regulations 24 CFR 92 "HOME Investment Partnerships Program; Final Rule" ("Regulations") and applicable state and federal laws. The latest version of the HOME Final Rule, released in July 2013 can be found at: http://www.hud.gov/offices/cpd/affordablehousing/programs/home/index.cfm

Federal HOME funds are allocated by the U.S. Department of Housing and Urban Development (HUD) to Participating Jurisdictions ("PJ") in each state. In Wisconsin, the State, the cities of Eau Claire, Green Bay, Kenosha, La Crosse, Madison, Milwaukee, Racine; the county of Dane, and a consortia of communities in Milwaukee County and Rock County (including Janesville;) and the multi-county consortia of Jefferson, Ozaukee, Washington, and Waukesha are independent PJs. Wisconsin Department of Administration, Division of Housing has been designated as the administrator of the state allocation of the HOME funds.

Each PJ is required to set aside a portion of their HOME allocation to be delivered to Community Housing Development Organizations (CHDOs). A CHDO is a nonprofit organization that has met established criteria under the HOME Program and has received a current CHDO designation from the State.

II. THE RENTAL HOUSING DEVELOPMENT PROGRAM

Rental Housing Development (RHD) is one of the eligible activities of the HOME Program.

The priorities of the HOME RHD program are:

- To provide leverage of private financing for affordable rental housing;
- To provide persons at or below 30% of County Median Income (CMI) additional affordable housing units;
- To provide gap financing for affordable rental housing;
- To construct buildings that provide accessibility features following Universal Design and follow visitability principles;
- To develop projects that emphasize high energy efficiency and sustainability;
- To promote supportive housing projects for populations with special needs:

- To facilitate affordable rental projects that are “shovel-ready” and will start construction within 12 months of contract execution.

Eligible activities include projects of two or more rental units involving:

- Acquisition,
- Adaptive reuse,
- Rehabilitation,
- Refinancing (non-HOME funded projects) if the project is undergoing rehabilitation that is in excess of the amount to be refinanced, and
- New construction.

Projects that are considered part of the following are prohibited under the HOME RHD Program:

- Public housing modernization, maintenance, and operation;
- Tenant subsidies for certain special purposes mandated under Section 8;
- Providing nonfederal matching funds for any other federal programs;
- Activities under the Low-Income Housing Preservation Acts of 1987 and 1990;
- Emergency and temporary housing;
- Providing assistance to properties previously assisted with HOME funds; and
- Funding project reserve accounts for replacements or unanticipated increases in operating costs or subsidies.

Corporate structures or legal entities within the State of Wisconsin and non-profit organizations wishing to be certified as CHDOs may apply under the RHD Program. CHDOs may act as developers, sponsors, or owners of rental projects and may potentially partner with non-profit or for-profit entities to complete development.

Please note that per the new HOME Final Rule, joint venture projects involving a CHDO and another entity (for- or non-profit housing entity) using both Low-income Housing Tax Credits and HOME funds are no longer allowable. CHDO’s may access both funding sources for a project as a single entity, or as a non-CHDO non-profit entity in a joint venture.

- The RHD Program will accept general applications on the **first Monday in June** of each year. Another funding round will be held **October 15th** for non-profit developers (including those wishing to be certified as CHDO’s) and housing projects serving targeted populations by for-profit or non-profit developers. Application for both rounds must be received by DOH at the end of business day on the due-date. Applications for small (≤ 20 units) rural deals and/or housing projects serving targeted populations of any size will also be held on a first-come, first-served basis throughout the year for as long as funding permits.
    - **Note**: Units for targeted populations must be held open for 30 days while outreach/marketing efforts are made to lease to targeted populations. Documentation of these efforts must be maintained. The project’s market study or other documentation must show demand demographics for the units. To qualify as serving targeted populations, these applications must include a

minimum of 40% of HOME units set-aside for one of the following population groups:

- Veterans – Any household that includes a member with a record of active service including in the National Guard. At least 75% of targeted HOME units for vets must be designated for households with incomes at or below 30% CMI and must be rented to a veteran unless special dispensation is provided by DOH. These units are not required to have supportive services attached, but must show demand demographics for the units.

- Homeless – Units designated for homeless HH's must include optional supportive services.

- Frail Elderly– including Memory Care or Residential Care facilities.

- Disabled – Any household including a member with a physical or mental disability. Designated units must include optional supportive services.

- Large Families – Households with five or more members.

- Other – Please describe the population, why it requires special targeting and whether you will be providing supportive services or not.

Each developer may receive a maximum of two awards per year, with a maximum per award of $500,000. The amount of funding available for any one project is limited by the square footage of each individual unit, number of bedrooms per unit, and the mix of income categories. HOME Program requests are subject to the following calculations:

1. Determine the Rent Category for each unit size being considered for HOME funds.
2. Multiply the Rent Category Sq. Ft. rate by the proposed unit's square footage.
3. Make a comparison of the maximum unit amount against the project calculation to determine the maximum request.
4. Add the amounts for all proposed HOME units to be considered in the application.

RHD TABLE 1

RENT CATEGORY	Bedrooms in Unit	0	1	2	3	4
	MAX. SQ. FT.	400	700	900	1200	1350
	SQ. FT. RATE					
HIGH (60%)	$30.00	$12,000	$21,000	$27,000	$36,000	$40,500
LOW (50%)	$43.00	$17,200	$30,100	$38,700	$51,600	$58,050
SUB (30%)	$60.00	$24,000	$42,000	$54,000	$72,000	$81,000
SRO (20%)	$70.00	$28,000	NA	NA	NA	NA

RHD TABLE 2
CHDOs ONLY

RENT CATEGORY	Bedrooms in Unit	0	1	2	3	4
	MAX. SQ. FT.	400	700	900	1200	1350
	SQ. FT. RATE					
HIGH (60%)	$35.00	$14,000	$24,500	$31,500	$42,000	$47,250

LOW (50%)	**$50.00**	**$20.000**	**$35,000**	**$45,000**	**$60,000**	**$67,500**
SUB (30%)	**$70.00**	**$28,000**	**$49,000**	**$63,000**	**$84,000**	**$94,500**
SRO (20%)	**$80.00**	**$32,000**	**NA**	**NA**	**NA**	**NA**

Funding through the RHD program is typically provided as a low interest loan over 30 years. Principal and interest payments are deferred for the first three years, and an interest rate set at the prevailing Long-term Annual Applicable Federal Rate (AFR) is applied over the remaining 27 years. The rate is set at the time the DOH legal documents are completed and sent to the contracting entity for signature.

Funding to CHDOs is provided as a grant. CHDOs are then required to loan the HOME funds to a project in which the CHDO is a managing member of a Limited Liability Company (LLC) or Limited Partnership (LP), or in which the CHDO acts as a sponsor for another non-profit agency. The CHDO shall execute a note secured by a recorded mortgage with the Borrower at an annual interest rate that is the same as the State's (at AFR, payable to the CHDO over 30 years with an initial three year deferral of both principal and interest subject to cash flow as described by the State, <u>or other terms agreed upon by the State, the CHDO and the Borrower</u>.

A CHDO may also be eligible for CHDO Operating Funds in the amount of 10 percent of the HOME activity funds awarded, not to exceed $50,000. These Operating Funds are not guaranteed, may be set at an amount less than 10 percent of the activity funds and are subject to limits imposed by HUD or the State. Requests for Operating Funds must include a line item budget outlining the use of the funds. These will be provided in a separate contract document.

III. PROJECT REQUIREMENTS

UNIT REQUIREMENTS

The HOME Program Guidelines and restrictions stipulated by HUD regulations include rent and income limits. HUD annually publishes HIGH and LOW rent limits, as well as income limits per county or Metropolitan Statistical Area. The HUD published or calculated HOME rent limits are defined to include unit rent and utilities. They can be found at:
http://www.hud.gov/offices/cpd/affordablehousing/programs/home/limits/rent/index.cfm.
Income limits may be found at:
http://www.hud.gov/offices/cpd/affordablehousing/programs/home/limits/income

The RHD Program allows for four unit categories targeted to different income groups.

- <u>HIGH Unit (60%)</u>**:** This unit requires the household gross income not to exceed 60% CMI at initial occupancy. The rent with utility allowance may not exceed the HUD published **HIGH** Rent Limit.

- <u>LOW Unit (50%)</u>**:** This unit requires the household gross income not to exceed 50% CMI at initial occupancy. The rent and utility allowance may not exceed the HUD published **LOW** Rent Limit.

- <u>SUB Unit (30%):</u> This unit requires the household gross income not to exceed 30% CMI at initial occupancy. The rent with utility allowance may not exceed **one-half of the HUD 65% Rent Limit.**

- SRO Unit (20%): This unit requires the household gross income not to exceed 30% CMI at initial occupancy. The calculation of rent is **75% of FMR for a 0 bedroom unit**.

RHD applicants will be required to include a minimum of one 30% unit in their mix of HOME units. In any single project, 20% of the HOME assisted units must be restricted for persons who initially are at or below 50% CMI. The HOME units fixed in categories of LOW (50%), SUB (30%) or SRO (20%) units shall satisfy this requirement.

Note that projects that include other sources of subsidy, such as LIHTC, Project-Based Section 8, or RD funding, may utilize other rent standards. DOH staff will work with applicants to determine the appropriate rent levels.

If utilities are paid individually by the tenant, the project must determine a utility allowance for each unit size. The maximum rent that a tenant can pay is the HOME maximum minus the utility allowance.

> **Note: Until further notice from HUD Headquarters (HUD HQ) continue to use your county's Public Housing Authority utility allowances.**

In addition, the amount of RHD subsidy that is provided per unit cannot exceed the Section 221(d)(3) limits as published by HUD in 2012 (these are no longer being published on an annual basis).

ACCESSIBILITY

HOME Program regulations require compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act and the Fair Housing Act. In addition to federal requirements, the projects and programs must comply with the State's Environmental Barriers Act and the Wisconsin Accessibility Code.

The State has issued further *mandatory* requirements for accessibility features in HOME-funded new construction units. These are:

1. Lever-style handles on all interior doors.
2. Bath/kitchen faucets being replaced or initially installed must be single-lever type.
3. Non-skid tub/shower pattern covering 75% of tub/shower floor.
4. All walls within 36" of toilet and in tub/shower area shall have ¾" plywood behind drywall to provide sufficient support for grab bars or other assist devices.
5. Bathtub/shower stalls with offset controls.
6. Low-profile thresholds – ¼" maximum vertical height or ½" maximum beveled at 1:2 are required between ALL interior common areas and in all dwelling unit openings when floor transition height differs.

Universal Design is also encouraged.

REHABILITATION REQUIREMENTS

Acquisition/rehab projects must submit a capital needs assessment (CNA) to document that the proposed rehab meets HUD Uniform Physical Condition Standards (UPCS) and to bring all systems up to a reasonable useful life. If the useful life is not commensurate with the project's affordability period, the budget must show appropriate reserves for their replacement when needed.

LISTING OF PROJECT VACANCIES ON WIHousingSearch.org
All projects, new construction and acquisition/rehab must list their project vacancies on the WIHousingSearch.org website to facilitate with lease-up and to enable renter households to be able to access information about vacant units.

IV. APPLICATION PROCESS

Upon receipt of a completed application package, RHD staff will perform a technical overview to determine the completeness of the application and adherence to threshold requirements. RHD staff will score the application, perform a Subsidy Layering Review, and will make comments and recommendations. DOH will contact applicants if portions of the application need clarification or additional information is needed prior to the State's final decision-making process.

There is an estimated 90 day turnaround time from the date of the application deadline until funding determinations are made by the State.

Following the State's decision-making process either a commitment with contingencies letter or denial letter will be sent. Any additional contingencies must be met before a contract will be executed between the State and the Applicant.

The actual terms of the agreement will be set forth in a contract to be negotiated between State and the Applicant. The Applicant will have a limited amount of time as of the date of the Commitment letter to satisfy any contingencies and submit additional documents and information needed for the development of a Contract. Please note that final plans and specs of the project must be submitted to DOH prior to closing.

No acquisition, relocation of occupants, rehabilitation or construction of HOME related units may begin prior to the execution of a contract, without written authorization from the State, and prior to the completion of the environmental review process. The Award/Commitment Letter does not serve as an authorization to begin project activity. Construction must begin within 12 months of the date of the signed contract with the State.

Note that most projects will require a federally mandated public comment period of 28 to 32 days. No work that includes ground disturbance may begin and funds cannot be released until this period has been completed.

CRITERIA
In evaluating applications for RHD funds the State will use the following set of threshold and scoring criteria:

Application threshold items:

1. Long term financial viability – Underwriting and Subsidy Layering Review will be conducted by DOH to determine applicant's financial and development experience capacity

i. Applications must establish that the project will be financially sound, with a 1.05 minimum DCR for a minimum of the HOME affordability period**. This viability must be documented with a 20 year proforma using appropriate assumptions (revenues with a maximum 2% annual escalator; expenses with a minimum 3.0% annual escalator; reasonable vacancy rates; 4-6 months of operating reserve, a minimum of 4 months' rent per unit for marketing and lease-up reserve, and annual per-unit replacement reserves in the operating budget.

   1. **we will evaluate projects on a case by case basis that go below 1.05 DCR in years >12, IF the applicant can make a case as to why the project will return to a >1.05 DCR within 5 years.

ii. Development Budget – document construction costs for new construction, or acquisition/rehab.

   1. If the applicant is a CHDO requesting CHDO operating funds, submit a separate line item budget showing what those funds will be used for.

iii. Acquisition/rehab projects must submit a capital needs assessment (CNA), or detailed inspection with specs for ≤ 12 units, to document needed rehab to bring all systems up to reasonable useful life and meet HUD Uniform Physical Condition Standards.

iv. Applicants should provide documentation that project costs meet the cost guidelines set by WHEDA's Multifamily Maximum Cost Model: http://www.wheda.com/root/LIHTC/Dynamic.aspx?id=3524 (go to WHEDA's Appendix F- Maximum Cost Model)

v. Developer and Co-developer must submit the most current year's audited financials.

vi. Complete relevant Experience Forms (Developer/Co-Developer, Management Agent, Supportive Services Provider).

2. CHDO applicants must submit all documentation for CHDO certification along with application.

3. Debarment certification for all entities making up the development team.

   - Certification of no debarment for each entity (not individuals) involved must accompany the application. Print out page from https://www.sam.gov/portal/public/SAM/ showing that the entity is not debarred. The screen must show the following information:

WISCONSIN, STATE OF
DUNS: 001778349 CAGE Code: 5MZC2
Status: Active

Entity Overview

Entity Information

Name: WISCONSIN, STATE OF
Business Type: US State Government
POC Name: Dan Subach
Registration Status: Active
Activation Date: 10/28/2013
Expiration Date: 10/28/2014

Exclusions

Active Exclusion Records? No

4. Market Demand

    - A market study provided by a WHEDA approved market analyst for any new construction, gut rehab, or rehab requiring relocation, with greater than 12 units must accompany the application. Projects of twelve or fewer units, OR preservation projects with no relocation that can demonstrate 93% occupancy for the past 12 months, should be prepared to demonstrate demand and present comparable data for a minimum of three properties within the project's target market area.

5. DFI Documentation

    - Documentation of DFI certification of good standing must accompany the application.

6. Readiness to Proceed

    - Documentation of executed option or accepted offer to purchase; zoning appropriate to proposed development; Letter of Intent (LOI) or commitment documentation for all financing/equity and Match funds must be provided.

7. CMI Units

    - A minimum of one 30% CMI HOME unit and 20% of all HOME units at 50% CMI is required. The balance of units must be available to households at less than or equal to 60% CMI.

Application scoring items:

- Maximum 40 points (round percentages to nearest whole number):

  Percent of HOME units for 30% CMI households:

  a. 20 points – 30% of HOME units for 30% CMI HH

  b. 30 points – 40% of HOME units for 30% CMI HH

  c. 40 points - 50% of HOME units for 30% CMI HH

  <u>OR</u>

  Percent of HOME units for targeted populations (see definitions on p. 2-3):

  a. 20 points - 30% of HOME units for targeted populations

  b. 30 points - 40% of HOME units for targeted populations

  c. 40 points – 50% of HOME units for targeted populations

- 20 points: Preservation of any subsidized property (excluding Public Housing), including a minimum of $20,000/HOME unit of rehab.

- 10 points: for ≥50% visitable HOME units. DOH defines a visitable unit as having: 1) 32" clear openings in all interior and bathroom doorways, 2) providing at least one accessible means of egress/ingress for each unit and 3) having one bathroom on the first floor of the unit. Architect Certification required with initial application.

- 10 points: for energy efficiency and sustainability

  a. 4 points – Projects built to meet existing green building standards, for example: LEED-Certified, Enterprise Green Communities Program, Wisconsin Environmental Initiative's Green Built Home, etc. Architect Certification required with initial application.

  b. 2 points – Developments using Energy Star-labeled bathroom fans (exhausted to the outdoors and equipped with humidistat sensor or timer) AND using Energy Star-

labeled power vented fans or range hoods (exhausted to the outdoors). Architect Certification required with initial application.

c. 4 points – Resource Conservation (2 points for each item below)
    i. 2 points – Minimum of 20% recycled content material – excluding mechanical equipment and electrical equipment. Architect Certification required with initial application.
    ii. 2 points – Minimum of 35% of wood products that are either salvaged wood, engineered materials, and/or Forest Stewardship council certified wood products and materials. Architect Certification required with initial application.

- Maximum 20 points: HOME cost per HOME unit

    a. 0-20 points – DOH will rank and prorate points across the applications from highest HOME cost/HOME unit (0 points) to lowest HOME cost/HOME unit (20 points).

V. FEDERAL AND STATE PROGRAM REQUIREMENTS

AFFIRMATIVE MARKETING (24 CFR 92.351)

ANTI-LOBBYING POLICY
All projects must comply with the anti-lobbying legislation (24 CFR Part 87) which requires the following express language be included in written agreements with any municipal agencies, or public entities defined as sub-recipients of the State:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

DAVIS BACON LABOR STANDARDS (24 CFR 92.354) for greater than 11 units.

DEBARMENT AND SUSPENSION *(For details see: 24 CFR Part 24 Appendix B, Executive Order 12549)*
All contractors used in connection with HOME funded projects must be certified to not be presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excused from participation from any federally-assisted construction projects.

DISPLACEMENT, RELOCATION AND ACQUISITION (24 CFR 92.353)
Potential applicants should carefully consider how their development may be impacted by the Uniform Relocation Act (URA) before making the final decision to apply for HOME funds or to obtain site control of a given property.

In all cases in which a proposed project is either partially or fully occupied, additional information must be completed and submitted concurrently with the application. Stop and contact the State for instructions BEFORE PROCEEDING. The effective date for relocation assistance may be either the date of the application for HOME funds or the date the Applicant or co-owners obtain site control. Relocation expenses could render a viable project infeasible.

Relocation benefits may be triggered under the URA when tenants occupy the property. Some examples of situations that would be considered displacement are (note that this is not an exhaustive list):

- Failure to Inform Tenant in a Timely Manner of the impact of the project on him/her;
- Involuntary Moves if a tenant must move in response to a notice to vacate premises because of impending acquisition and rehabilitation, or demolition;
- Non-Renewal of Lease if a move results from the owner's refusal to renew an expiring lease; and
- Economic Displacement caused by the changing rental structure of the proposed project.

Residential tenants of projects assisted with HOME funds who are required to move temporarily must be provided reimbursement for relocation to suitable, decent, safe, and sanitary housing and given advance written notice of the date and duration of the temporary relocation. Such temporarily relocated residents must be provided a reasonable opportunity to lease and occupy a suitable and affordable unit in the rehabilitated building upon completion of the project. URA requirements may be applicable in many instances when HOME funds are used. Participants must comply with State procedures and federal regulations regarding displacement and relocation of households affected by projects using HOME funds.
(For details see: the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1976 [URA] [49 CFR Part 24], and the Fair Housing Act)

ENVIRONMENTAL REVIEW (24 CFR 92.352)
Participants must comply with HUD and State policies regarding the responsibility of conducting environmental reviews on proposed development sites.

EQUAL OPPORTUNITY AND FAIR HOUSING http://www.hud.gov/offices/fheo/

FLOOD INSURANCE
http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/environment/review/ga/floodplainmgmt

INCOME DETERMINATION/CERTIFICATION
Tenant income must be certified at the time of initial occupancy using at least two months of source documentation and/or third party verification. Income must be recertified annually; however, source documentation is only required at first and every 6th year of a tenant's residency. Income determination will use the Part 5 Income Definition (24 CFR 5.609). HUD's Income Calculator and information is available at:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/affordablehousing/training/web/calculator/calculator

If a tenant's income increases beyond 80% CMI in a High HOME unit, rent must be adjusted to 30% of income and DOH notified.

Note that for projects that have both Low Income Housing Tax Credits (LIHTC) and HOME RHD funds layered in specific units, the LIHTC rules apply when existing assisted tenant incomes exceed 80% of median. Under the LIHTC program, the tenant's rent is not adjusted, and the unit does not need to be replaced by another comparable unit until the tenant's income rises above 140% of the LIHTC program eligibility threshold.

LEAD-BASED PAINT (24 CFR 92.355)

LEASE PROVISIONS (24 CFR 92.253)
Tenant leases should avoid federally prohibited lease clauses that are outlined at 24 CFR 92.253(b). DOH requires that one-year leases be utilized unless a request for a shorter term is submitted and approved by DOH. Leases must include the most recent language related to abandonment of personal property.

Owners/developers must adopt written tenant selection policies and criteria that conform to the HOME regulations. These policies and criteria must be made available to prospective tenant applicants. It is State DOH policy, per HUD Final Rule 24 CFR 92.214 (b)(1)(ii) that "nominal" application fees may be charged to prospective tenants to cover costs associated with background checks and other processes necessary to determine a household's eligibility and incurring a cost

Reasonable late fees may be charged beginning on the 5th of the month. If you have questions regarding what is reasonable, please contact DOH to discuss your policy.

Per the Final HUD HOME Rule, 2013 transitional housing project leases may include requirements that tenants accept and utilize support services offered as a condition of tenancy.

MATCHING FUNDS REQUIREMENT (24 CFR 92.220)
Affordable housing developments assisted with HOME funds need to include eligible matching sources. For all activity under this program, the applicant should provide at least a 25% match in eligible project funds. Refer to Final Rule (24 CFR 92.220) for additional information concerning eligible match.

Sources of Match
As a general rule of thumb, permanent, non-federal sources of funds, local government, or non-owner private sources, generally qualify as a matching contribution.

Eligible sources of match include: non-owner cash; the present value of foregone interest; waived taxes, fees or charges; appraised value of land or real property; investments for on- or off-site improvements; up to three years of contributed supportive services; and sweat equity.

Ineligible sources of match include federal funds, market rate loans, the value of federal tax credits, and owner equity or investment in a project.

Reporting Match
Application must list all eligible match sources (committed and uncommitted). Project awards are made based on the information provided here. Prior to closing of the HOME loan, the grantee must show commitment of all MATCH funds. At the time of lease-up closing, the grantee submits a Completion Report, which confirms the final amounts of match and leverage. This form is then reviewed by the State and a determination made as to the eligibility and amounts of the match provided. The contract will obligate the dollar amount of match.

MAXIMUM PER-UNIT SUBSIDY AND AFFORDABILITY PERIOD (24 CFR 92.250)
In addition to the maximum amounts based on square footage, HOME-assisted rental units in a development are limited to maximum dollar amounts and must adhere to the rent and income limits during the Affordability Compliance Period.

MINORITY AND WOMEN OWNED BUSINESSES (State policy requires proactive attempts to utilize State certified MBE and WBE business, requirements are further delineated in program contracts.)

PROPERTY STANDARDS (24 CFR 92.251)
All HOME-assisted units must, at a minimum, meet the Uniform Physical Condition Standard (UPCS). Any housing newly constructed must meet the requirements of the Wisconsin Uniform Dwelling Code (found at http://datcp.wi.gov/uploads/Consumer/pdf/HI-UniformDwellingCode476.pdf). In areas where there is no local building code, any failed UPCS item must be brought up to the standard set forth by the UDC.

PROPERTY SIZE
The development size is not limited for the purpose of the HOME RHD application, although it must be consistent with market demand. The size of the development will be considered in reviewing the feasibility of the project.

In multi-family structures it is encouraged, and often necessary, to have units available for a variety of income levels, including market rate. Developments that have mixed incomes are eligible for HOME funds; however, these funds must be used exclusively for the identified HOME assisted units. The term <u>mixed income</u> used in the application shall mean a development that has a set number of units set aside as the identified HOME units and other units at market rate and/or set aside under other restrictions.

Developments that have <u>mixed uses</u>, incorporating both commercial and residential uses, are permissible; however, HOME RHD funds must be used exclusively for HOME residential units.

SECTION 3 (24 CFR part 135)
The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent possible, provide job training, employment, and contract opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods. For

more information:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/section3/section3

For an example of the appropriate reporting format for Section 3 activities, see Attachment G.

TENANT SELECTION AND PARTICIPATION [24 CFR 92.253(d)]

VI. COMPLIANCE

PROJECT DEADLINES
HUD requires that projects be fully leased within 18 months of completion. In the event that a project is not leased during this time period, repayment of partial or all HOME funds may be required.

AFFORDABILITY PERIODS
The length of the affordability period depends on the amount of the HOME investment in the property. Throughout the affordability period, the HOME-assisted housing must be occupied by income-eligible households. The affordability period requirements shall be enforced through deed restriction of the assisted property for rental activities.

HOME assistance per unit	Length of affordability period (years)
Under $15,000	5
$15,000 to $40,000	10
Over $40,000 or rehab involving refinancing	15
New Construction	20

Repayment of HOME funds is required if the housing does not meet the affordability requirements as defined in the DOH contract and Land Use Restriction Agreement (LURA).

DOH FORMS DURING CONSTRUCTION AND LEASE-UP
Grantees are required to submit a Set-up Form (Attachment A) prior to submission of the first payment request.

Request for Payment Forms (RFP) must be submitted for each draw request (Attachment B), along with the required documentation (including pictures for first and last RFP's).

Section 3 information (Attachment G) must be submitted each September during which the grantee has an open construction contract for which they are still drawing HOME funds.

A Completion Report (Attachment C) must be completed and submitted when all HOME units are leased.

ANNUAL REPORTING FORMS
The RHD Data Compliance Report Form (Attachment D) covers the period of October 1st through September 30th of each year during the Affordability Compliance Period. This form, which includes certification of compliance with program rent and income requirements, is due by **December 1** of each year. Forms can be found on the DOH website, located at: http://housing.wi.gov.

In addition, an In-service Report (Attachment E) will be required each year on **April 21st**. The report shall consist of an income/expense operating budget report for the project that covers the previous 12-month period and the current year, as well as audited financials. In addition, grantees will be required to certify that the property has a current insurance policy that identifies DOH as the "mortgagee," or "additional interest" in the case of grants or loans that have been repaid. In-service Reports are required for each year during the Affordability Period. Forms can be found on the DOH website, located at: http://housing.wi.gov.

RECORD KEEPING
Each HOME RHD grantee will be required to maintain certain records that will be subject to annual review by State staff upon reasonable notice. The types of records include:

a) Records and certifications which show compliance with income-targeting requirements and rent levels throughout the applicable period of affordability;

b) Records and certifications which demonstrate that HOME-financed units meet the applicable property standards;

c) Leases that are in compliance with state and federal requirements and 24 CFR 92.253;

d) Records which indicate whether the project is mixed-income, mixed-use or both and that the project complies with the eligibility provisions for mixed-income and mixed-use projects;

e) Data on the extent to which each racial and ethnic group and single-headed households (by gender of household head) have applied for, participated in, or benefited from any program funded in whole or in part with HOME funds;

f) Documentation of actions undertaken to meet the equal opportunity and fair housing regulations;

g) Documentation of an Applicant's outreach to minority-owned and female-owned businesses including data indicating the racial/ethnic or gender character of each business entity receiving a contract or subcontract of $25,000 or more, paid or to be paid, with HOME funds, the amount of the contract or subcontract, and documentation of the Applicant's affirmative steps to assure that minority business and women's business enterprises have an equal opportunity to obtain or compete for contracts and subcontracts as sources of supplies, equipment, construction, and services;

h) Records indicating compliance with affirmative marketing procedures, Section 3 efforts, and efforts to use MBE/WBE businesses and services;

i) Records and certifications which indicate compliance with the federal environmental review requirements and the requirements of the State;

j) Records which indicate compliance with the Uniform Relocation Act. This includes project occupancy lists identifying the name and address of all persons occupying the real property on the date the application was submitted, if the Applicant had site control and the application is later approved, or the date the State approved the site, if the Applicant did not have site control at the time of the application, and the name and address of all persons occupying the property upon project completion; and

k) Records and certifications indicating compliance with the Davis-Bacon Act including contract provisions and payroll records, if applicable.

All records must be maintained for a minimum of five years after the close of the Affordability Period.

MONITORING
The State or its assigns will conduct an on-site review of the project to ensure compliance with HOME regulations and other relevant federal regulations at project completion and a minimum of every three years thereafter. Reviews will also include on-site inspection of rental housing units and data collection procedures. Projects that receive on-site monitoring conducted by WHEDA will undergo desk monitoring only by DOH.

Issues that arise during **Desk or On-Site Monitoring**, or the review of the **RHD Data Compliance Report Forms** shall be addressed in a timely fashion to ensure that the project remains in compliance.

In the event that the project is found to be out-of-compliance for any reason, remedies will be suggested by the State. Corrective actions and timetables will be set forth by the State. Non-compliance may result in loan default, and may impact future ability to receive HOME or other funding provided through the Division of Housing.

Attachment F shows the form used by DOH to monitor properties. The form identifies what documents HOME RHD monitoring staff will anticipate reviewing during monitoring visits. In addition to the form, monitors will complete a unit inspection form.

PROJECT PUBLICITY
DOH signage must be posted on all construction sites acknowledging the use of these funds in the project. The logo can be obtained from the DOH website. Along with submission of the first draw request please send (electronic or hard-copy) a picture of this signage on the construction site.

DOH requests that we be notified of all project press releases, ground breakings and grand openings, and that DOH funds be recognized in both the print and on-site events.

VII. COLLECTING PAYMENT

For projects receiving over $100,000 of HOME funds, a Title Company must be used for disbursement of funds. HOME funds will be disbursed to grantee through the title insurance company which is otherwise providing title insurance services to grantee in connection with the acquisition of land for the project or with the disbursement of the first mortgage construction loan to grantee from a commercial lender.

The first draw request must be accompanied by a picture (electronic or hard-copy) showing the DOH signage on the construction site.

Each draw request, whether through DOH or a Title Company shall be accompanied with the following documentation as supplied to the title company:

- Such waivers or releases of lien from the General Contractor and each of its subcontractors and suppliers as may be required by Title Company, together with all invoices, contracts or other supporting documents required by Title Company;
- A report or a certification by the Inspecting Architect certifying that work has been completed and materials are in place as indicated by the Draw Request; and
- A Request for Payment (RFP) form. Pictures (electronic or hardcopy) will be required:
    - First RFP – send picture of the DOH signage at the construction site
    - Final RFP – send 5-6 pictures of the exterior and interior of the project, including common areas.

Fifteen (15%) percent of the total award will be retained until final lease-up of the project, at which time the final request may be submitted along with photographs of the completed project. This 15% retainer will be released in the following increments:

b. 13% payable upon receipt of the Certificate of Occupancy

c. 1% payable upon 50% lease-up of the HOME units

d. Final 1% payable upon 100% lease-up of the HOME units, and submission of the HOME Completion Report with pictures of the completed project.

The final draw, with 100% of the HOME units rented, should occur no more than six (6) months after obtaining the Certificate of Occupancy. If lease-up of HOME units is not complete within 12 months of receipt of the certificate of occupancy, HOME funds may be subject to recapture from the grantee.

The operational support funds will be made available in increments of 10% of HOME project funds disbursed. Operational support fund draw requests may be made at the same time as project fund draw requests in an amount not to exceed 10% of the HOME project funds drawn to date for the Development. Documentation of the use of operational support funds must be submitted with each request.

VIII. LOAN PROCEDURES

Initiation of loan payments is deferred until April 1st three years after the date of contract execution. Payments are subject to the existence of surplus cash in the project operating budget as defined in the Mortgage Note. In the event that insufficient surplus cash exists, a request for deferment of loan payment must be submitted one month prior to the payment deadline. A copy of the development's audited financial statement must accompany all requests for deferral as well as WHEDA computations of surplus cash for those projects with WHEDA financing. Partial payments may be required.

In the event that a payment is deferred, the grantee shall incur no additional interest but will be required to pay the full principal amount, including any deferments and unpaid interest, at the time of loan maturity.

ACTIVITY SET-UP/PROJECT SUMMARY RHD HOME PROGRAM

IDIS ACTIVITY #:	(To be completed by DOH Staff)
DATE:	**CONTRACT #:**
AGENCY NAME:	PHONE:
AGENCY CONTACT:	EMAIL:

ENVIRONMENTAL REVIEW

Approximate age of Building	
Completed copies of the Statutory Checklist (Attachment 7-1) and Rehabilitation Environmental Review (Attachment 7-2) are in the activity file at the Awardee's office.	☐ YES ☐ NO

HOME FUNDS

1. **HOME FUNDS COMMITTED** (INCLUDING LEAD HAZARD REDUCTION COSTS)	$
2. OTHER FEDERAL FUNDING	$
3. OTHER FUNDING SOURCES	$
TOTAL ESTIMATED COST (1. + 2.+ 3.)	$
TOTAL COST ASSOCIATED WITH LEAD HAZARD REDUCTION	$
TOTAL ESTIMATED REHAB COSTS LESS LEAD HAZARD REDUCTION COSTS	$

SOURCES OF MATCH (please identify)

	$
	$

ACTIVITY INFORMATION

UNITS AT COMPLETION		HOME ASSISTED UNITS	
ACTIVITY SETUP TYPE:	**TENURE TYPE:**	**TYPE OF OWNERSHIP:**	**CHDO CODE:**
1. REHAB ONLY 2. NEW CONSTRUCTION ONLY 3. ACQUISITION ONLY 4. ACQUISITION & REHAB 5. ACQUISITION & NEW CONSTRUCT	1. RENTAL 2. HOMEOWNERSHIP BUYER 3. HOMEOWNER REHAB	1. INDIVIDUAL 2. PARTNERSHIP 3. CORPORATION 4. NOT FOR PROFIT 6. OTHER	1. OWNER 2. SPONSOR 3. DEVELOPER

PROJECT ADDRESS		
OWNER INFORMATION		
NAME		
ADDRESS (STREET/P.O. BOX)		
CITY/ZIP		
COUNTY		
TELEPHONE		

Printed Name of Authorizing Individual	Title
Signature	Date

SUBMIT THE ACTIVITY SET-UP REPORT TO:
Kate.Blood@wisconsin.gov

HOME RHD PROGRAM
P.O. BOX 7970, MADISON, WI 53707-7970

RENTAL HOUSING DEVELOPMENT **HOME** PROGRAM PAYMENT REQUEST

REQUEST #:		AMOUNT REQUESTED	$	**CONTRACT#:**	
PERIOD COVERED BY THIS REQUEST:	FROM		(MM/DD/YY)	TO	(MM/DD/YY)
CHDO OPERATING	☐	ACTIVITY DOLLARS		☐	
AGENCY/ACTIVITY NAME:					
ADDRESS:			EMAIL		
CONTACT PERSON:			PHONE		

STATUS OF HOME FUNDS	**ACTIVITY** FUNDS	**CHDO OPERATING**
FUNDS AUTHORIZED PER CONTRACT	$	$
LESS: REQUESTS PAID TO DATE	$	$
LESS: AMOUNT PER THIS REQUEST	$	$
REMAINING BALANCE TO DATE	$	$

ACTIVITY DOLLARS

ACTIVITY NUMBER	ACTIVITY ADDRESS	AMOUNT OF REQUEST	TYPE OF PAYMENT 1=PROGRESS 2=FINAL	REVIEWED
		$		

CHDO OPERATING

AMOUNT OF REQUEST	TYPE OF PAYMENT 1=PROGRESS 2=FINAL	REVIEWED
$		

☐ **REQUIRED DOCUMENTATION ATTACHED:**

- PICTURES (IF 1ST OR LAST RFP)
- LIEN WAIVERS
- INSPECTING ARCHITECT CERTIFICATION

CERTIFICATION

I CERTIFY THAT THE FUNDS REQUESTED FOR THE ABOVE ACTIVITY OR ADMINISTRATIVE SUPPORT WILL BE USED IN ACCORDANCE WITH THE APPLICABLE REQUIREMENTS OF THE HOME PROGRAM AND THE RHD CONTRACT. I FURTHER CERTIFY THAT THE COSTS IN THE ACTIVITY FILE HAVE PROPER DOCUMENTATION AND ARE SUBJECT TO MONITORING AND AUDITING PROCEDURES BY DOH.

_____ _____

SIGNATURE (ORIGINAL SIGNATURE REQUIRED) DATE

PRINT NAME AND TITLE: _____

HOME RHD PROGRAM
DEPARTMENT OF ADMINISTRATION, DIVISION OF HOUSING
P.O. BOX 7970
MADISON, WI 53707-7970
Kate.Blood@wisconsin.gov
Fax: 608-266-5381 Phone: 608-264-7838

FOR DOH USE ONLY
REVIEWED BY:

_____

DATE: _____

HOME PROGRAM COMPLETION REPORT
RENTAL HOUSING DEVELOPMENT

ACTIVITY #:	PROGRAM: RENTAL HOUSING DEVELOPMENT
SUBMISSION DATE:	CONTRACT #:
AGENCY NAME:	
PROJECT NAME:	
PROJECT ADDRESS (including County):	
CONTACT NAME:	**EMAIL:**
SIGNATURE:	**DATE:**

	TYPE OF ACTIVITY:		TYPE OF PROPERTY		YES	NO
	1. REHAB ONLY		1. CONDOMINIUM	MIXED INCOME ACTIVITY	☐	☐
	2. NEW CONSTRUCTION ONLY		2. COOPERATIVE	MIXED USE ACTIVITY	☐	☐
	3. ACQUISITION ONLY		3. SINGLE ROOM OCCUPANCY	FHA FINANCING	☐	☐
	4. ACQUISITION & REHAB		4. APARTMENT			
	5. ACQUISITION & NEW CONSTRUCTION		5. NONE OF THE ABOVE			

1. *UNITS*

TOTAL COMPLETED UNITS:	HOME ASSISTED UNITS:	
OF THE TOTAL COMPLETED UNITS, THE NUMBER OF	**TOTAL**	**HOME-ASSISTED**
UNITS QUALIFIED AS ENERGY STAR		
SECTION 504 ACCESSIBLE UNITS		
NUMBER OF NON-HOME SUBSIDIZED UNITS (SEC. 8, 811, TBRA)		
UNITS DESIGNATED FOR PERSON WITH HIV/AIDS		
OF UNITS DESIGNATED FOR PERSONS WITH HIV/AIDS, NUMBER OF UNITS FOR THE CHRONICALLY HOMELESS		
UNITS DESIGNATED FOR HOMELESS PERSONS AND FAMILIES		
OF THE UNITS DESIGNATED FOR HOMELESS PERSONS AND FAMILIES, NUMBER OF UNITS FOR THE CHRONICALLY HOMELESS		

2. *HOME FUNDS FOR REHAB OR DEVELOPMENT*

DIRECT LOAN	Annual Interest Rate:	Amortization Period-Years:	$
GRANT:			$
DEFERRED PAYMENT LOAN (DPL)	Annual Interest Rate:	Amortization Period-Years:	$
RELOCATION COST		$	----------
PROGRAM INCOME USED			$
TOTAL HOME FUNDS			$

3. *FEDERAL FUNDS (list sources)*

FEDERAL FUNDS		$
OTHER FEDERAL FUNDS		$
OTHER FEDERAL FUNDS		$
TOTAL FEDERAL FUNDS		$

Attachment C

HOME PROGRAM COMPLETION REPORT
RENTAL HOUSING DEVELOPMENT

PROJECT NAME:	ACTIVITY #:

4. *PUBLIC FUNDS (list sources)*

HOUSING TRUST FUNDS		$
STATE/LOCAL APPROPRIATED FUNDS		$
STATE/LOCAL TAX EXEMPT BOND PROCEEDS		$
NET/SYNDICATION PROCEEDS (NO LOW INCOME TAX CREDIT)		$
TOTAL PUBLIC FUNDS		$

5. *TAX CREDITS*

LOW INCOME TAX CREDIT SYNDICATION PROCEEDS		$
TOTAL TAX CREDIT		$

6. *PRIVATE FUNDS*

LENDER NAME:			
LOAN TYPE: ☐ FIXED ☐ VARIABLE	LOCK IN DATE:	INTEREST RATE:	NO. OF YEARS:
PRIVATE LOAN AMOUNT			$
OWNER CASH CONTRIBUTION			$
OTHER GRANTS (SPECIFY)			$
INDIVIDUAL DONATIONS (SPECIFY WHO/WHAT)			$
TOTAL PRIVATE FUNDS			$

TOTAL ACTIVITY COSTS (Total Items of 1 through 5)	$

7. *SOURCES OF MATCH (please identify and provide documentation)*

	$
	$
TOTAL MATCH	$

8. *DONATIONS (list sources, including land, labor, materials, and infrastructure)*

		$
		$
TOTAL DONATIONS		$

9. *FORGONE TAXES & FEES (describe)*

		$
		$
TOTAL		$

Attachment C

HOME PROGRAM COMPLETION REPORT
RENTAL HOUSING DEVELOPMENT

PROJECT NAME:	ACTIVITY #:

10. DID THIS PROJECT INVOLVE A FAITH-BASED ORGANIZATION?
☐ Yes ☐ No

11. DID THIS PROJECT INVOLVE LEAD HAZARD REMEDIATION ACTION, INCLUDING:

LEAD SAFE WORK PRACTICES	☐ Yes	☐ No
INTERIM CONTROLS OR STANDARD PRACTICES	☐ Yes	☐ No
ABATEMENT	☐ Yes	☐ No

12. DID YOU CONTRACT WITH ANY MBE/WBE CONTRACTORS/SUBCONTRACTORS FOR THIS PROJECT?
☐ Yes ☐ No
(If "Yes" please attach the MBE/WBE form attached.)

13. HOUSEHOLD CHARACTERISTICS (see next page)

SUBMIT COMPLETION REPORT TO: Kate Blood Kate.Blood@wisconsin.gov Fax: 608-266-5381REPORT	HOME RHD PROGRAM DIVISION OF HOUSING PO BOX 7970 MADISON WI 53707-7970

HOME PROGRAM COMPLETION REPORT
RENTAL HOUSING DEVELOPMENT

MBE/WBE REPORT

Program Name: _____ **Activity #:** _____

Grantee: _____ **Contract #** _____

MBE/WBE Contract Amount	Type of Trade	Contractor/ Subcontractor Business		Woman Owned Business (Yes or No)	Contractor/ Subcontractor Identification Number (FEIN)	Contractor/Subcontractor Name and Address
		Race	Ethnic Code			

This report is to be filed when a minority business enterprise (MBE) or a women's business enterprise (WBE) is involved with the activity.

MBE/WBE Contract Amount: Put in whole dollar amount of the MBE/WBE contract.

Type of Trade:

1 – New Construction
2 – Substantial Rehab
3 – Repair
4 – Service
5 – Project Management
6 – Professional
7 – Tenant Services
8 – Education/Training
9 – Architectural/Engineering Appraisal
10 – Other

Contractor/Subcontractor Business Racial Code:

A – White
B – Black/African American
C – Asian
D – American Indian/Alaskan Native
E – Native Hawaiian/Other Pacific Islander
F – American Indian/Alaskan Native & White
G – Asian & White
H – Black/African American & White
I – American Indian/Alaskan Native & Black/African American
J – Balance/Other

Ethnic Code:

K – Hispanic
L – Hasidic Jew

Women Owned Business:

Y = Yes
N = No

Contractor Identification Number

Enter the Federal Employer Identification Number (FEIN)

Contractor/Subcontractor Name and Address

Enter the full business name of the contractor/subcontractor; also enter the mailing address, indicating if this is a contractor or subcontractor

C = Contractor
S = Subcontractor

Example (for a contractor):
C – ABC Construction

Attachment C

RENTAL HOUSING DEVELOPMENT
HOME PROGRAM COMPLETION REPORT

14. ***HOUSEHOLD CHARACTERISTICS***

			Monthly Rent (including Tenant Paid Utilities)*			Income Data			Household Data					
Unit No	No. of Bedrooms	Occupant	*Tenant Contribution	*Subsidy Amount	Total Rent	*Monthly Gross Income*	% of Area Median		Race of Head of Household			Size of Household	Type of Household	Rental Assistance
	0-efficiency 1-1Bdrm 2-2 Bdrms 3-3 Bdrms 4-4 Bdrms 5-5 or more Bdrms	1-Tenant 2-Owner 9-Vacant					1-0-30% 2-31-50% 3-51-60% 4-61-80% 9-Vacant	Hispanic, Check if "Yes"	11-White 12-Black/African American 13-Asian 14-American Indian / Alaskan Native 15-Native Hawaiian / Other Pacific Islander 16-American Indian / Alaskan Native & White 17-Asian & White 18-Black/African American & White 19-American Indian/Alaskan Native & black/African American 20-Balance/Other 09-Vacant unit	Disabled Household Member, Check "Yes" (if more than one, input number)	Female Headed Household, Check "Yes"	1-1 Person 2-2 Persons 3-3 Persons 4-4 Persons 5-5 Persons 6-6 Persons 7-7 Persons 8-or more Persons 9-Vacant	1-Single/non-Elderly 2-Elderly 3-Related/1 parent 4-Related/2 parent 5-Other 9-Vacant Unit	1-Section 8 2-HOME TBRA 3-Other 4-None 9-Vacant Unit
			$	$	$	$		☐		☐	☐			
			$	$	$	$		☐		☐	☐			
			$	$	$	$		☐		☐	☐			
			$	$	$	$		☐		☐	☐			
			$	$	$	$		☐		☐	☐			
			$	$	$	$		☐		☐	☐			
			$	$	$	$		☐		☐	☐			
			$	$	$	$		☐		☐	☐			
			$	$	$	$		☐		☐	☐			
			$	$	$	$		☐		☐	☐			
			$	$	$	$		☐		☐	☐			

*Round to the nearest dollar

Attachment C

DATA COMPLIANCE REPORT FORM – DUE DECEMBER 1

Project Name: _____ Contract Number: _____

Address: _____ County: _____

Project Owner: _____ **Contact Information**:

Compliance Report Period: October 1, 20_____ through September 30, 20_____ Name: _____

Compliance/Management Company: _____ Email: _____

Phone: _____

PROJECT INFRMATION Number of HOME Units: _____ Total Number of Units in Project: _____

HOME UNIT INFORMATION				**MOVE-IN INFORMATION**											
Unit (Apt.) #	60%; 50%; 30%; SRO	No. of Bedrooms	Util-incl? Yes/ No	Tenant Last Name	No. in HH	Initial Lease Date	Tenant Income at Move-in	HUD Listed Income Limit	Actual % CMI	Tenant Rent at Move-in	Rent Subsidy? If Yes, Source	Amount of Other Rent Subsidy	Utility Allowance	HUD Listed Rent Limit	Date Tenant Vacated (If Applicable)
							$ -	$ -	0%	$ -	$ -	$ -	$ -	$ -	

NOTE: Start a new line with each tenant turnover. If additional lines are needed, please input the lines in the form, or attach an additional form.

Provide any additional information which will assist in the review of this project:

Attachment D

CURRENT TENANT INFORMATION													DOH
Unit (Apt.) #	Tenant Last Name	No. in HH	No. of Bedrooms	Tenant Income	HUD Listed Income Limit	Actual % CMI	Tenant Rent	Utility Allowance	Rent Subsidy? If Yes, Source	Amount of Other Rent Subsidy	HUD Listed Rent Limit	Date Info Collected	Unit in Compliance
				$ -	$ -	0%	$ -	$ -	$ -	$ -	$ -		

On behalf of the project stated above, I hereby certify that to the best of my knowledge the information reported above is true and accurate and the income and rents are in compliance with 24 CFR 92.

Signature: _____ Date: _____

Title: _____ Email: _____ Phone: _____

For DOH Use

Reviewed By: _____

Date Received: _____ Initial: _____

Attachment D

HOME Rental Housing Development Program

Inservice Report Requirements

By **April 21st** of each year during the course of project's affordability period, grantee/loan holders shall submit:

- An audited financial report for the project that covers the previous 12-month period
- the operating budget for the previous and current year showing DCR

In addition, each grantee/loan holder shall certify to the following:

The project know as _____ is fully insured against a loss or damage occasioned by fire, extended coverage perils and such other hazards in an amount equal to the value of the most recent property appraisal or assessment, whichever is higher. The policy contains the standard mortgage clause (or interested party if grant) in favor of the Department of Administration, Division of Housing.

I further certify that this property is habitable, safe and sanitary.

Signed:_____ , _____

NAME/TITLE DATE

HOME RHD MONITORING FORM

Project Name: _____ File Locator: _____

Reviewer: _____ Date: _____

Project Contact info: Name _____ Phone _____ Email _____

I. PROJECT UNIT INFORMATION

Total Number of Project Units: _____ Total Number of HOME Units: _____

Current Number of Vacancies: _____ Number of HOME Vacancies: _____

List other sources of project subsidy that may impact rents and/or income limits (e.g., LIHTC, Section 8):

_____

Reported HOME Units:

Unit Number	# Bedrooms	CMI Designation

Is this consistent with the information in the LURA or contract? ☐ Yes ☐ No, List differences below.

Unit Number	# Bedrooms	CMI Designation

Are utilities included in unit rents? ☐ Yes ☐ No

If no, was documentation of current Utility Allowances provided? ☐ Yes ☐ No,

Notes:

HOME RHD MONITORING FORM

II. PROJECT MARKETING *Project Management should provide copies of advertisements.*

1. Are advertisements distributed in a variety of media outlets?

Newspapers:	☐ Yes ☐ No	Yellow Pages/other directories:	☐ Yes ☐ No
Flyers:	☐ Yes ☐ No	Shopping Circulars:	☐ Yes ☐ No
Internet:	☐ Yes ☐ No	Radio / Television:	☐ Yes ☐ No

Other:_____

2. Is the Fair Housing Logo displayed in the advertisements? ☐ Yes ☐ No

Is the Fair Housing Logo displayed on-site? ☐ Yes ☐ No

   a. In management's office? ☐ Yes ☐ No

Notes:

III. TENANT SELECTION

1. Are tenant selection procedures describing how households are approved or denied provided to all applicants? ☐ Yes ☐ No
2. Are tenant selection procedures clear and non-discriminatory (no protected classes are excluded, including LGBT)? ☐ Yes ☐ No
3. Are applicants provided with a procedure to appeal denials? ☐ Yes ☐ No

   If yes, was a copy provided for review? ☐ Yes ☐ No

Notes:

IV. PROJECT INSURANCE

1. Verification of CURRENT property insurance listing DOH as a party to proceeds.

   ☐ Yes, provided and lists DOH ☐ No, not provided ☐ No, provided but does not list DOH

V. HOME UNIT OCCUPANCY INFORMATION

Review a minimum of three HOME unit tenant files provided by Project Management.

Are HOME units provided for review different from those provided for the most recent WHEDA monitoring? ☐ Yes ☐ No

Unit Number	# Bedrooms	Household Size	CMI designation	Income ACTUAL MAX		Rent ACTUAL* MAX		In Compliance?

**Add utility allowance if tenant pays utilities.*

***Note that in properties with LIHTC funding, tenant income may increase to 140% of CMI.*

HOME RHD MONITORING FORM

1. Tenant File Information
   a. Does the file include a signed application? ☐ Yes ☐ No

   b. Is verification of income with supporting documentation present? ☐ Yes ☐ No
   c. Did applicant sign the appropriate releases of information to allow for third party income verification? ☐ Yes ☐ No
   d. Does the file adequately document income determinations, showing the definition of income used (Part 5 or IRS definitions) and the income and asset calculation used to determine final income? ☐ Yes ☐ No
   e. Is eligibility demonstrated, i.e., does the household fall within the designated CMI limit? ☐ Yes ☐ No
   f. Is income recertified annually? ☐ Yes ☐ No
   g. Are signed one year leases present? ☐ Yes ☐ No
   h. Does the lease include language regarding what happens if a tenants Income increases (consistent with subsidy sources)? ☐ Yes ☐ No
   i. Is a WRA approved lease used? ☐ Yes ☐ No

      OR

   j. Are leases free of prohibited provisions? Prohibited provisions include:
      i. agreement to be sued ☐ Yes ☐ No
      ii. agreement that the owner may seize his/her property without notice or court order ☐ Yes ☐ No
      iii. agreement to hold the owner or their agent harmless ☐ Yes ☐ No
      iv. agreement to waive notice of lawsuit ☐ Yes ☐ No
      v. agreement to waive their right to provide defense in the event eviction is pursued, or to waive trial or appeal rights ☐ Yes ☐ No
      vi. agreement to pay all legal fees regardless of outcome ☐ Yes ☐ No

2. Was the tenant provided a lead-based paint pamphlet (rehab only, for buildings pre-1978)? ☐ Yes ☐ No

3. Are units inspected at least annually, with documentation provided? ☐ Yes ☐ No

4. Rent Calculations
   a. If tenant receives Section 8 assistance, is there documentation of the voucher amount from the housing authority? Is the tenant's rent at move-in between 30%-40% of their total income? ☐ Yes ☐ No ☐N/A
   b. If a household is earning more than 80% of CMI in a HIGH HOME unit, are they being charged 30% of income in rent? (only applies if no other subsidy sources exist)? ☐ Yes ☐ No ☐N/A
   c. If the property includes LIHTC funds, is tenant being charged the lower of the program rent limits? ☐ Yes ☐ No ☐N/A
   d. Is the utility allowance being calculated correctly? ☐ Yes ☐ No ☐N/A

Notes:

Attachment F

SECTION 3 REPORT - HOME RENTAL HOUSING DEVLEOPMENT PROGRAM

DOA/DOH
PO Box 7970
Madison, WI 53707-7970
Fax 608.266.5381
joanna.balsamolilien@wisconsinl.gov

WISCONSIN DEPARTMENT OF ADMINISTRATION

Division of Housing
housing.wi.gov

DOA AGREEMENT #		CONTACT INFORMATION	
		Name	
NAME OF GRANTEE		Telephone	
		Email	
REPORTING PERIOD	**October 1, 2012 - September 30, 2013**		

Part I: Employment and Training			
Job Category	Number of New Hires	Number of New Hires that are Section 3 Residents	Number of Section 3 Trainees
Professionals			
Technicians			
Office/Clerical			
Construction			
Trade			
Trade			
Other			
TOTAL			

Part II: Contracts Awarded	
1. Construction Contracts	
A. Total Dollar Amount of all contracts awarded on the project	$
B. Total dollar amount of contracts awarded to Section 3 businesses	$
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	%
D. Total number of Section 3 businesses receiving contracts	
2. Non-Construction Contracts	
A. Total Dollar Amount of non-construction contracts awarded on the project	$
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	$
C. Percentage of the dollar amount that was awarded to Section 3 businesses	%
D. Total number of Setion 3 businesses receiving non-construction contracts	

Part III: Best Efforts

Describe the Grantee's best efforts to give training and employment opportunities to LMI residents and/or businesses_____

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Attachment G