



Division of Energy, Housing and Community Resources

Rental Housing Development (RHD)

Annual Data Compliance Reporting

What is the Compliance Data Report?

- The Compliance Data Report provides tenant data on all HOME assisted rental housing funded by the HOME Investment Partnerships rental program
- Collects tenant information about the HOME assisted units only
- The RHD Compliance Data Report (Attachment D) covers the period of **October 1st through September 30th**
- An annual report due December 1st
 - Due for reporting throughout the compliance affordability period

Defining Terms Used Within the Report

- The term “Move-In” and “Current” are used to separate between the original occupancy information shown in the first page versus the second page reporting as-of September 30th.
- At Move-In relates to when the family or household originally leased the HOME assisted unit
- The Move-In information does not change during the tenure of the household
- Accuracy in presenting the original information is fundamental to demonstrate that the HOME assisted housing is provided to an eligible household
- Utility Allowances are estimates of monthly expenses associated with different types of utilities and end uses
 - The utility allowance estimate should be reviewed annually

The Report Layout

- Page 1 information:
 - Project Information
 - Owner Information
 - Management Company or Compliance Agent Information
 - At Move-In Tenant Detail
- Page 2 information:
 - Current Tenant Detail as of September 30th
 - All HOME assisted units are included, even if currently vacant
 - IF a unit is vacant is should be included, the column for Last Name should indicate “Vacant”
 - Links to HOME program information and DEHCR RHD email address

The Report Layout

- Page 1 information:
 - 1 – Contact & Project Information
 - 2 – Move-In Information
 - Columns 1-1 through 1-12
- Page 2 information:
 - 3 – Current Information
 - Columns 2-1 through 2-13
 - 4 – HOME links

2019 Annual Compliance Report
Report Period: 10/1/2018 to 9/30/2019

HOME FHO Contract No.: _____ [Print] **Person Entry:** _____
Project Name: _____ **Contact Name:** _____
Project Address: _____ **Contact Email:** _____
Project County: _____ **Contact Phone:** _____
Company Name: _____ **Company Email:** _____
Company Phone: _____

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

MOVE-IN INFORMATION

HOME - Assisted Unit Information				Tenant Information at Move-in					Rent Information at Move-in				
1-1	1-2	1-3	1-4	1-5	1-6	1-7	1-8	1-9	1-10	1-11	1-12	1-13	1-14
Use (App.) Number	HOME Unit ID/Seq. #	# of Bedrooms	App. Status (Y/N/D)	Tenant Last Name	Resident's Birthdate	Appl. Expiration Date	Start Date of Move-in	Household Size at Move-in	Rent Subsidy at Move-in	Rent Subsidy at Move-in	Rent Subsidy at Move-in	Utility Allowance at Move-in	Rent - 1st-12th - 1st Yr.

2019 Annual Compliance Report
Report Period: 10/1/2018 to 9/30/2019

CURRENT INFORMATION

HOME - Assisted Unit Information				Current Tenant Information					Current Rent Information				
2-1	2-2	2-3	2-4	2-5	2-6	2-7	2-8	2-9	2-10	2-11	2-12	2-13	2-14
Use (App.) Number	HOME Unit ID/Seq. #	# of Bedrooms	App. Status (Y/N/D)	Tenant Last Name	Current Resident's Birthdate	Current Lease Expiration Date	Current Tenant Income	Date Income Certified	Current Tenant Rent	Current Rent Subsidy	Current Amount of Rental Allowance	Current Utility Allowance	Rent - 1st-12th - 1st Yr.

Links:

Income Limits: <https://www.hudexchange.info/programs/home/rental-reasonable-dwelling/>
 Rent Limits: <https://www.hudexchange.info/programs/home/rental-reasonable-dwelling/>
 Utility Allowance: <https://tools.huduser.gov/roomguide/>

2019 report due December 1, 2019
 Submit completed report to: DOADHAF@hdfhousinghelp@wisconsin.gov

Completing the Report: Move-In Information

HOME-Assisted Unit Information

- 1-1 Unit (Apt.) # The apartment number for the HOME assisted unit
- 1-2 HOME assisted unit designation
 - 60%,50%,30%, SRO
- 1-3 Number of bedrooms in the HOME assisted unit
- 1-4 Any utilities paid by tenant?

Completing the Report: Move-In Information

Tenant Information at Move-In

- 1-5 Tenant's last name
- 1-6 Number of people living in the household at the time of Move-In
- 1-7 Initial lease date tenants first signed lease to this unit
 - This date will be used to compare to the HOME income or HOME rent limit for eligibility to the program
 - Include day, month, and year the tenants first signed lease for this HOME assisted unit
- 1-8 Tenants income at the time the household originally Move-In; the original income determination

Completing the Report: Move-In Information

Rent Information

- 1-9 Tenant rent at Move-In, the amount shown on the written lease
- 1-10 Source of subsidy if applicable at the time of Move-In if applicable
 - Rural Development, Section 8, etc.
- 1-11 Amount of Rental Subsidy at Move-In if applicable
- 1-12 Utility allowance dollar amount at move-in
- 1-13 A calculation of the Rent, Subsidy and the Utility Allowance
 - This column is locked from editing

Completing the Report: Move-In Information

- 1-14 Move-out date if applicable
 - This is the date the tenant vacated the HOME assisted unit
 - A date is entered here when a tenant moves out within the October – September reporting period
 - If the unit remains empty as of the end of the September 30th date, then represent the unit on the second page as “Vacant” in the “2-5 Tenant Last Name” column
 - In the case a tenant moves in and out of a unit within a few months, this information must be represented in the first page

Completing the Report: Current Information

- The second page of the Report is for current tenant and unit data as of September 30th
- All HOME assisted units should be reported even if vacant

Completing the Report: Current Information

HOME-Assisted Unit Information

- 2-1 Unit (Apt.) # The apartment number for the HOME assisted unit
- 2-2 HOME assisted unit designation
 - 60%,50%,30%, SRO
- 2-3 Number of bedrooms in the HOME assisted unit
- 2-4 Any utilities paid by tenant?
- 2-5 Current Tenant's last name, or Vacant, as applicable
- 2-6 Current number of people living in the household

Completing the Report: Current Information

Current Tenant Information

- 2-5 Current Tenant's last name, or Vacant, as applicable
- 2-6 Current number of people living in the household
- 2-7 Date the current lease expires
- 2-8 Tenant's current gross income as of most recent certification / re-certification
- 2-9 Date of the last, most recent, income re-certification / income determination

Completing the Report: Current Information

Current Rent Information

- 2-10 Current rent amount as shown on the written lease
- 2-11 Current source of subsidy, if applicable
 - Rural Development, Individual Section 8, etc.
- 2-12 Amount of current Rental Subsidy, if applicable
- 2-13 Current utility allowance dollar amount
- 2-14 A calculation of the Rent, Subsidy and the Utility Allowance
 - This column is locked from editing

Completing the Report: Additional Supplemental Documentation

Upon request, additional documentation may be necessary to review the compliance report, examples include:

- Certified Rent Roll
- Low Rent Schedule
- Utility Allowance Calculations
- Copies of Tenant Lease
- Income Determination / Certification
- Additional Rent Subsidy Benefit Information
- Prior Year(s) Compliance Data Reports, if prior year submissions are found missing from project records

Submit your Completed Annual Data Compliance Report

- Please send your Annual Data Compliance Report to:
 - DOADOHAffordableHousingHelp@wisconsin.gov
 - Title your email with the name of your project and Annual Data Compliance Report
- Complete and submit the report in Excel format
 - Other formats like .pdf will be returned for revision

More Information:

- Rent Limits
 - <https://www.hudexchange.info/programs/home/home-rent-limits/>
- Utility Allowance
 - <https://tools.huduser.gov/husm/uam.html>
- Income Limits
 - <https://www.hudexchange.info/programs/home/home-income-limits/>
- Questions should be referred to DOADOHAffordableHousingHelp@Wisconsin.gov for assistance.