

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 1<sup>st</sup> through September 30<sup>th</sup>
- An annual report due December 1<sup>st</sup>
  - Due for reporting throughout the compliance affordability period

## **Defining Terms Used Within the Report**

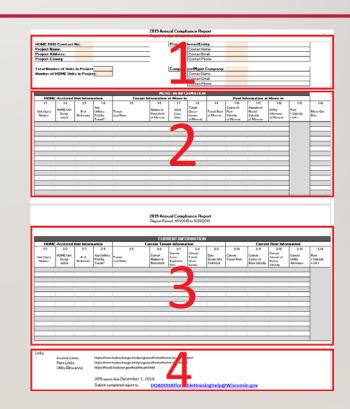
- The term "Move-In" and "Current" are used to separate between the original occupancy information shown in the first page versus the second page reporting as-of September 30<sup>th</sup>.
- At Move-In relates to when the family or household originally leased the HOME assisted unit
- The Move-In information 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 30<sup>th</sup>
  - 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



## **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?

### **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

#### **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

- 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 30<sup>th</sup> 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

- 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

### **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

## **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

## **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 form 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.