HOME TBRA
Compliance Checklist

The monitoring visit will include (but is not limited to) a review of the following documents:

Client Files

At Initial Move-in

- ☐ Initial family application
- ☐ Authorization to Release form
- ☐ Conflict of Interest (can be separate form or question on application asking if client is an employee of the agency, or related to an employee of the agency, a board member of the agency or related to a board member of the agency). If potential conflict exists contact KHC for instructions on how to proceed.
- ☐ Income and asset third-party verification for all household members (dated less than 180 days old)
  - ☐ At initial move-in Households must be at or below 60% AMI, and 20% of households served must be at or below 50% AMI. Please document and show your calculations.
  - ☐ Disposed of assets form
- ☐ Verification of Preference of Disability (physical or mental) and/or Special Needs (Homeless or Victim of DV)
- ☐ Proof that household has applied for Section 8
- ☐ The following Leasing documents must be in the client file
  - ☐ Coupon/offer date
  - ☐ Proof and Date of Briefing
  - ☐ Requests for unit approvals
  - ☐ HQS Inspection dated on or prior to lease date showing unit passed Housing Quality Standards
  - ☐ Lead based paint notice (for units older than 1978)
  - ☐ Completed utility allowance chart
  - ☐ Grantee/owner Contract
  - ☐ Acceptable Tenant Lease
  - ☐ Tenant Lease Addendum
  - ☐ Tenant payment calculation form
  - ☐ Copies of notices to landlords & tenants regarding TBRA payments and Tenant's rent portion
  - ☐ Lease or program termination documents with date and reason (if applicable)

At Recertification

- ☐ Personal Declaration (like an application but captures updated information from household)
- ☐ Authorization to Release form
- ☐ Income and asset third party verifications for all household members (dated less than 180 days old)
  - ☐ At recertification Households must be less than 80% AMI. Please document and show calculations.
  - ☐ Disposed of assets form
- ☐ The following Leasing Documents must be in client file
  - ☐ HQS inspection dated prior to 1 year anniversary of initial move-in showing unit passed
  - ☐ Completed utility allowance chart
  - ☐ Tenant payment calculation form
  - ☐ Copies of notices to landlords & tenants regarding changes to TBRA payments and Tenant's rent portion

Program Files

Administrative

- ☐ Program Policies and Procedures (including Admin Plan, Tenant Selection Plan, Outreach & Marketing Plans)
- ☐ Payment Standards
- ☐ Waiting list
- ☐ Cross Cutting Federal Regulations (Fair Housing, Equal employment, Civil Rights, Americans with Disabilities, etc)

Financial

- ☐ Copy of all HOME TBRA draw requests
- ☐ Documentation payments to landlords are timely
- ☐ Documentation to support administrative fees, Copies of Paid invoices
- ☐ Documentation that spending is at appropriate pace
- ☐ Financial Policy and Procedures
- ☐ Proof of Separation of duties
- ☐ Audit