



COA HOME-ARP Monitoring Checklist - SS

Agency Name:
Program Name:
Program Type:

Agency Contact:
Date of Review:
Monitoring Completed By:

Uploaded?	Item	Regulation	Notes and Examples	Comments	Compliance Status
	Verification of Qualifying Population Status	Final HOME-ARP Implementation Notice (hud.gov) Section IV pages 3-8.	Third party documentation (i.e., HMIS or comparable system), outreach/intake worker observation or certification from the individual. Is there documentation verifying the individual's qualifying population status in accordance with HUD's definition?		
Annual Income					
	Item	Regulation	Notes and Examples	Comments	Compliance Status
	Rent Reasonableness	HOME-ARP Tenant-Based Rental Assistance Fact Sheet (hud.gov)			
	Eviction Notice/At-risk Document-SS Evic Prev	Final HOME-ARP Implementation Notice (hud.gov) - page 52 'payment of rental arrears'	Documentation of the household being at-risk of losing housing/eviction status.		
	Proof of Income	HOME-ARP Income Regulation Section IV, page 3	Proof of client income (i.e., PA/SSI benefits award letter, pay stub, no income self-cert). Is the proof of income dated within (calendar year)? Was the tenant's income calculated in accordance with CPD 21-10?		
If applicable, are all required documents properly signed and dated by both agency staff and clients?					
Verification DA					
	Item	Regulation	Notes and Examples	Comments	Compliance Status
	Funds Allocated - Explanation of Spending	eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards	Please note in comments program's allocation calculation explanation (i.e., based on FTE %, fringe, etc.)		
	HOME-ARP Contracted Services	See executed Contract before compliance review	To ensure the subrecipient is providing only the contracted HOME-ARP services allowed and per the regulations of the HOME-ARP notice CPD-21-10		
Policies & Procedures					
	Item	Regulation	Notes and Examples	Comments	Compliance Status
	Lease	Final HOME-ARP Implementation Notice (hud.gov) Section VI, C page 41	Current executed lease detailing address, occupants, lease term (initial - at least one year) signed by landlord & tenant.		
	Confidentiality of Client Records	Final HOME-ARP Implementation Notice (hud.gov) Section VIII, F, page 86	Can be part of an overarching Policies & Procedures or standalone document.		
	Intake Policy & Procedures	Final HOME-ARP Implementation Notice (hud.gov) Section VIII, 2, page 78	Can be part of an overarching Policies & Procedures or standalone document. Does the document detail the eligibility requirements for entry into the program and admissions process?		
	Period of Record Retention	Final HOME-ARP Implementation Notice (hud.gov) Section VIII, F, 7, page 93	Can be part of an overarching Policies & Procedures or standalone document. Does the document detail keeping client records for minimally five (5) years?		
	Termination Policy	Final HOME-ARP Implementation Notice (hud.gov) Section VI, C, page 39	Can be part of an overarching or standalone document (i.e., policy and procedures, intake policy, etc.). Does the document detail the termination of project process (i.e., written notification) and reasons for termination?		
Notes & Summary					