

## HOME-ARP PROGRAM MONITORING INSTRUCTIONS

**HOME-ARP Providers:** HOME-ARP program monitoring will be conducted on site and requires funded agencies to provide chosen client files (as outlined below) for review.

### CLIENT SAMPLES – HMIS/AWARDS IDs

*(Minimum of two/max of five clients selected based on 10% of total clients served during the contract year)*

#### HOME-ARP Client Sample – Awards

IDs:

ID's

### CLIENT FILE DOCUMENTATION FOR REVIEW

**1. Evidence of client's Qualifying Population Status**

*Final HOME-ARP Implementation Notice ([hud.gov](http://hud.gov))*

**2. Proof of Income**

**3. Rent Reasonableness Sheet**

**4. Lease Agreement**

**5. HQS/Property Standards**

**6. Policy and Procedures: Confidentiality of Records, Intake Policy and Procedure, Period of Record Retention, Termination Policy**

### REFERENCES & RESOURCES

[Final HOME-ARP Implementation Notice \(hud.gov\)](http://hud.gov)

Please contact [Compliance@caresny.org](mailto:Compliance@caresny.org) with any questions or concerns.