

HOME TBRA Program and Client Compliance Checklist

To ensure greater compliance with federal guidelines and improve program fidelity, the following checklist must be completed for your HOME TBRA award and for each client served under the HOME TBRA award. Per the HOME TBRA Administration Manual's Award Monitoring section, monitoring will be conducted, and the checklist below consists of mandatory items and documentation. Note: Significant deficiencies in program files or other record keeping that are found during a monitoring will result in required Plans of Corrective Action with possible loss of funds or repayment to IHCDA. Email the Supportive Housing Analyst, Heather Pasku, at hpasku@ihcda.in.gov with any questions.

***Bolded items are forms that can be found on the IHCDA HOME TBRA webpage. ***

PROGRAM CHECKLIST:

General and Program Design:

- ☐ Program application
- ☐ Written program termination and appeals policies
- ☐ Participant selection plan

Fair Housing and Affirmative Marketing:

- ☐ Public Accessibility Compliance (Photos)
- ☐ Equal Housing Opportunity (Photos of posting and location)
- ☐ Affirmative Fair Housing Marketing Plan using HUD form 935.2A
- ☐ Supporting documentation of affirmative fair housing marketing activity, resulting from completion of HUD form 935.2A
- ☐ Equal Housing Opportunity and Accessibility Logos on client forms



CLIENT CHECKLIST:

Electronic Copies of all Client Files, which include:

- ☐ Completed **Application**, signed and dated by applicant
- ☐ **Program Participant Eligibility Worksheet**
- ☐ **Tenant Income Certification Form** (Compliance Form #38A)
- ☐ **Income Certification Questionnaire** (Compliance Form #23)
- ☐ Income and asset supporting documentation
 - **Income Rent Calculation Worksheet**
 - Proof of Income for all adults in the household
 - o Third-party income verification is required for all files and that should in most cases be paystubs. Note: 24 CFR 92.203(b)(i) is the regulation that says for all HOME funded activities you must look at least two full consecutive months of source documentation to verify income.
 - Proof of Assets for all adults in the household (bank statement, etc.)
- ☐ Verification of formerly incarcerated status
- ☐ **Student Status Verification Form** (Compliance Form #36)
- ☐ Unit rent reasonableness certification
- ☐ **Zero Income Certification**, if applicable (Compliance Form #27)
- ☐ Copies of lease agreements, **TBRA lease addendums, rental assistance payment contracts (Landlord & Subrecipient AND Tenant & Subrecipient)**, and other relevant addendums or leasing documents
- ☐ NSPIRE Inspection reports
- ☐ Documentation of distribution of lead, fair housing brochures, and VAWA:
 - Fair Housing brochure entitled "You May Be a Victim Of..."
 - Lead brochures entitled "Protect Your Family from Lead in Your Home" and "Renovate Right: Important Information for Families, Child Care Providers, and Schools"
 - VAWA Information