Exhibit 15-1
Housing Trust Fund Program

Housing Trust Fund Pre-Monitoring Checklist
Name of Grantee: Click or tap here to enter text.
Name of Subgrantee: Click or tap here to enter text.
Name of Reviewer(s): Click or tap here to enter text.
Date of Pre-Monitoring Review: Click or tap to enter a date.

The following checklist can be used to gather relevant HTF program oversight and activity-related documents prior to remote and on-site monitoring reviews. The following list of IDIS reports and grantee program documents can provide the monitor with an overview of the grantee's HTF program organization and management and highlight potential areas of concern.

☐ **General Program Oversight**
 ☐ PR 09 Program Income Details by Fiscal Year and Program Report
 ☐ PR 35 Grant, Subfund and Subgrant Report
 ☐ PR 100 HTF Activity Status Report
 ☐ PR 103 HTF Program and Beneficiary Characteristics for Completed Units Report
 ☐ PR 104 HTF High Priority Performance Goals Report
 ☐ PR 106 HTF Vacant Units Report
 ☐ PR 107 HTF Open Activities Report
 ☐ PR 108 HTF Deadline Compliance Report
 ☐ PR 109 Status of HTF Grants Report
 ☐ PR 110 HTF Production Report
 ☐ HTF Period of Affordability Report
 ☐ HOME/HTF/HOME-ARP Grant Closeout Status Report
 ☐ Grantee organizational chart
 ☐ Applicable sections of the grantee's Consolidated Plan and Consolidated Annual Performance and Evaluation Report (CAPER)
  • Grantee HTF Allocation Plan
  • Subgrantee HTF Allocation Plan, as applicable
 ☐ Previous HTF monitoring reports and audits

☐ **Rental Development**
 ☐ Grantee rental program policies and procedures [24 CFR 93.404(a)]
 ☐ Rental program/project marketing materials
 ☐ Written agreement templates
 ☐ Grantee project underwriting guidelines [24 CFR 93.300(b)]
 ☐ Grantee refinancing guidelines, if applicable [24 CFR 93.201(b)(2)]
 ☐ Written rehabilitation standards, if applicable [24 CFR 93.301(b)(1)] -see HTF FAQs
 ☐ Tenant selection policies and criteria [24 CFR 93.303(d)]

Exhibit 15-1
Housing Trust Fund Program

Rental Development Continued

☐ Maximum per-unit development subsidy amount(s) applicable to monitoring period; established by grantee in its HTF allocation plan and updated annually [24 CFR 93.300(a)] -see HTF FAQs

☐ Rent limits applicable to the monitoring period

☐ Income limits applicable to monitoring period

☐ **Rental Project Compliance**

☐ Grantee rental program policies and procedures [24 CFR 93.404(a)]

☐ Grantee affirmative marketing procedures and requirements [24 CFR 93.350(b)]

☐ Rental project marketing materials

☐ Tenant selection policies and criteria [24 CFR 93.303(d)]

☐ Grantee rental inspection schedule for the HTF portfolio

☐ Rent limits applicable to the monitoring period

☐ Income limits applicable to monitoring period