

CHAPTER 13 – REPORTING

Chapter Outline

Rental Housing Project Compliance Report
NAHTF Assistance to Homeowners and Homebuyers NAHTF
Project Year-End Report
Final Reports
Maintaining Records
Project Closeout
Certificate of Completion
File Retention

The Department requires grantees to adhere to NAHTF regulations through the life of the NAHTF grant including compliance through the end of all affordability periods tied to NAHTF properties. Using various methods, the Department monitors grantees to insure that all rules are being followed and that grant funds are being used efficiently to provide assistance to families needing safe, decent and sanitary housing.

This chapter describes the reporting requirements, monitoring strategy and the closeout process of the NAHTF program.

The following is a list of the reports, along with their due dates, required of grant participants in the NAHTF program. Current reporting forms are available at the Department’s website in an area called “Forms”. The grant’s program representative will provide assistance, if needed, with locating and/or sending to the grantee a copy of the current on-line form.

Rental Housing Project Compliance Report

Grantees undertaking rental projects must submit this report for each rental project to the Department annually throughout the affordability period of the project. The report is due **January 15**. The program representative may at their discretion request financial information at this time.

NAHTF Assistance to Homeowners and Homebuyers

(HOME Match Eligible Activities Report)

This report must be completed and sent to the Department upon completion of each NAHTF-Funded home. This information allows the Department to claim NAHTF expenditures as match-eligible for the HOME funds the State receives from the U.S. Department of Housing and Urban Development. The report is **due within one month from the completion of a NAHTF- assisted property** where a homebuyer or homeowner was assisted.

Final Reports

The Department requires the grantee to submit a Final Performance and Final Financial report to the Department no later than three months following the expiration of the NAHTF Contract.

HANDY TABLE OF NAHTF REPORTS			
REPORT	DUE DATES	REPORTING PERIOD	DURATION OF REPORTING
Rental Housing Compliance Report	January 15	January - December	From first occupant to end of affordability period.
NAHTF Assistance to Homeowners and Homebuyers	One month from the completion of a NAHTF-assisted homebuyer or homeowner property.	N/A	From Release of Funds and continuing each time NAHTF grant funds are used to assist homebuyer or homeowner properties.
Final Performance	Three months following expiration of NAHTF Contract.	From Contract Award to submittal of report.	Submit report once.
Final Financial	Three months following expiration of NAHTF Contract.	From Contract Award to submittal of report.	Submit report once.

Maintaining Records

The Department expects the grantee to maintain grant records using a system of organization that allows an efficient review by the Department to determine compliance. All grant records must be maintained and under the control of the grantee. The records must be readily accessible by the Department and well organized for easy review should the Department request any document. Grantees should seek technical assistance on establishing a filing system from their program representative.

The Department’s program representatives along with the Functional Area Specialists are always on the look out for red flags throughout the project from time of award to closeout and through the affordability periods. On-site visits will be conducted if deemed necessary by the Department.

Rental projects are required to submit a Rental Housing Project Compliance Report by January 15th of each year during the affordability period documenting rents charged and income of occupants.

Project Closeout

Closeout is the process by which the Department issues a determination that the grantee has complied with all NAHTF requirements, or has taken appropriate corrective action on all noncompliance areas, and that the project is “done”. However, closeout does not end grantees obligations regarding fulfillment of any affordability periods and record keeping requirements. The Department continues monitoring the grantee’s performance through all affordability periods. Beyond closeout, grantees must still complete and submit Rental Housing Project Compliance and NAHTF Project Year-End if applicable.

The following items/steps are required to be satisfactorily completed before the Department will issue a Certificate of Completion for a NAHTF project:

- The Final Financial Report (grantee must submit within 3 months of the NAHTF Contract's Time of Performance termination date);
- The Final Performance Report (grantee must submit within 3 months of the NAHTF Contract's Time of Performance termination date); and
- The Department has determined that the grant was implemented in accordance with NAHTF requirements or that the grantee has taken appropriate corrective action to address all areas of noncompliance.

The final reporting forms with instructions are available from the Department's website.

- The Final Financial Report – summarizes actions taken by the grantee in implementing the project.
- The Final Performance Report – details costs for the activities completed under the grant

Certificate of Completion

The Certificate of Completion Letter will specify any follow-up actions required; however, this letter constitutes a certificate of project completion. However;

- The Department continues to monitor rental projects throughout the affordability periods.
- The grantee is required to submit reports beyond the Certificate of Completion, such as, Rental Housing Project Compliance reports and NAHTF Project Year-End reports.
- The grantee must maintain appropriate records beyond the Certificate of Completion.

File Retention

- General records must be kept for five years after the Certificate of Completion is issued.
- Tenant income and rent information must be kept for the most recent three years, until five years after the affordability period ends.
- Resale/Recapture records must be kept five years after the affordability period ends.