Division of Energy, Housing and Community Resources

Rental Housing Development (RHD)

Annual Data Compliance Reporting
What is the Compliance Data Report?

• The Compliance Data Report provides tenant data on all HOME assisted rental housing funded by the HOME Investment Partnerships rental program

• Collects tenant information about the HOME assisted units only

• The RHD Compliance Data Report (Attachment D) covers the period of October 1st through September 30th

• An annual report due December 1st
  • Due for reporting throughout the compliance affordability period
Defining Terms Used Within the Report

• The term “Move-In” and “Current” are used to separate between the original occupancy information shown in the first page versus the second page reporting as-of September 30th.

• At Move-In relates to when the family or household originally leased the HOME assisted unit

• The Move-In information does not change during the tenure of the household

• Accuracy in presenting the original information is fundamental to demonstrate that the HOME assisted housing is provided to an eligible household

• Utility Allowances are estimates of monthly expenses associated with different types of utilities and end uses
  • The utility allowance estimate should be reviewed annually
The Report Layout

• Page 1 information:
  • Project Information
  • Owner Information
  • Management Company or Compliance Agent Information
  • At Move-In Tenant Detail

• Page 2 information:
  • Current Tenant Detail as of September 30th
  • All HOME assisted units are included, even if currently vacant
    • IF a unit is vacant is should be included, the column for Last Name should indicate “Vacant”
  • Links to HOME program information and DEHCR RHD email address
The Report Layout

- Page 1 information:
  - 1 – Contact & Project Information
  - 2 – Move-In Information
    - Columns 1-1 through 1-12
- Page 2 information:
  - 3 – Current Information
    - Columns 2-1 through 2-13
  - 4 – HOME links
Completing the Report: Move-In Information

HOME-Assisted Unit Information

- 1-1  Unit (Apt.) # The apartment number for the HOME assisted unit
- 1-2  HOME assisted unit designation
  - 60%, 50%, 30%, SRO
- 1-3  Number of bedrooms in the HOME assisted unit
- 1-4  Any utilities paid by tenant?
## Completing the Report: Move-In Information

### Tenant Information at Move-In

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1-5</strong></td>
<td>Tenant’s last name</td>
<td></td>
</tr>
<tr>
<td><strong>1-6</strong></td>
<td>Number of people living in the household at the time of Move-In</td>
<td></td>
</tr>
<tr>
<td><strong>1-7</strong></td>
<td>Initial lease date tenants first signed lease to this unit</td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>This date will be used to compare to the HOME income or HOME rent limit for eligibility to the program</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Include day, month, and year the tenants first signed lease for this HOME assisted unit</td>
<td></td>
</tr>
<tr>
<td><strong>1-8</strong></td>
<td>Tenants income at the time the household originally Move-In; the original income determination</td>
<td></td>
</tr>
</tbody>
</table>
### Completing the Report: Move-In Information

**Rent Information**

- **1-9**  Tenant rent at Move-In, the amount shown on the written lease
- **1-10** Source of subsidy if applicable at the time of Move-In if applicable
  - Rural Development, Section 8, etc.
- **1-11** Amount of Rental Subsidy at Move-In if applicable
- **1-12** Utility allowance dollar amount at move-in
- **1-13** A calculation of the Rent, Subsidy and the Utility Allowance
  - This column is locked from editing
Completing the Report: Move-In Information

- 1-14 Move-out date if applicable
  - This is the date the tenant vacated the HOME assisted unit
  - A date is entered here when a tenant moves out within the October – September reporting period
  - If the unit remains empty as of the end of the September 30th date, then represent the unit on the second page as “Vacant” in the “2-5 Tenant Last Name” column
  - In the case a tenant moves in and out of a unit within a few months, this information must be represented in the first page
Completing the Report: Current Information

- The second page of the Report is for current tenant and unit data as of September 30th
- All HOME assisted units should be reported even if vacant
Completing the Report: Current Information

HOME-Assisted Unit Information

• 2-1  Unit (Apt.) # The apartment number for the HOME assisted unit
• 2-2  HOME assisted unit designation
  • 60%, 50%, 30%, SRO
• 2-3  Number of bedrooms in the HOME assisted unit
• 2-4  Any utilities paid by tenant?
• 2-5  Current Tenant’s last name, or Vacant, as applicable
• 2-6  Current number of people living in the household
Completing the Report: Current Information

Current Tenant Information

• 2-5  Current Tenant’s last name, or Vacant, as applicable
• 2-6  Current number of people living in the household
• 2-7  Date the current lease expires
• 2-8  Tenant’s current gross income as of most recent certification / re-certification
• 2-9  Date of the last, most recent, income re-certification / income determination
Completing the Report: Current Information

Current Rent Information

- 2-10 Current rent amount as shown on the written lease
- 2-11 Current source of subsidy, if applicable
  - Rural Development, Individual Section 8, etc.
- 2-12 Amount of current Rental Subsidy, if applicable
- 2-13 Current utility allowance dollar amount
- 2-14 A calculation of the Rent, Subsidy and the Utility Allowance
  - This column is locked from editing
Completing the Report: Additional Supplemental Documentation

Upon request, additional documentation may be necessary to review the compliance report, examples include:

- Certified Rent Roll
- Low Rent Schedule
- Utility Allowance Calculations
- Copies of Tenant Lease
- Income Determination / Certification
- Additional Rent Subsidy Benefit Information
- Prior Year(s) Compliance Data Reports, if prior year submissions are found missing form project records
Submit your Completed Annual Data Compliance Report

• Please send your Annual Data Compliance Report to:
  • DOADOHAffordableHousingHelp@wisconsin.gov
  • Title your email with the name of your project and Annual Data Compliance Report

• Complete and submit the report in Excel format
  • Other formats like .pdf will be returned for revision
More Information:

- Rent Limits
  - [https://www.hudexchange.info/programs/home/home-rent-limits/](https://www.hudexchange.info/programs/home/home-rent-limits/)

- Utility Allowance
  - [https://tools.huduser.gov/husm/uam.html](https://tools.huduser.gov/husm/uam.html)

- Income Limits
  - [https://www.hudexchange.info/programs/home/home-income-limits/](https://www.hudexchange.info/programs/home/home-income-limits/)

- Questions should be referred to [DOADOHAffordableHousingHelp@Wisconsin.gov](mailto:DOADOHAffordableHousingHelp@Wisconsin.gov) for assistance.