AHP Initial Monitoring Review Checklist

This Initial Monitoring Review checklist provides a summary of items that your project may need to submit as support documentation for your AHP initial monitoring review. Not all items will apply. This checklist does not replace the details found in the Implementation Plan (I-Plan) corresponding to the year the project was awarded. Please refer to the I-Plan for all requirements and conditions associated with the submission of an AHP initial monitoring review.

Enter project unit information in the **Project Units tab**
Review the **Sampled Units tab** for a list of households to be income/rent sampled
Upload income and asset support documentation into the **Documents tab** for each household being sampled. This may include but not limited to the Tenant Income Certification (TIC), pay stubs, verifications of employment, Social Security benefits statements, pension statements, child support statements, bank statements, verifications of assets, etc. See Attachment D of the Implementation Plan for income guidelines.
Upload leases or program agreements into the **Documents tab** for each household being sampled
Enter the average estimated tenant paid rent by unit type in the **Targeting tab**. *Note that tenant rental assistance is not included in this amount.*
Update the **Sources of Funds tab** with the final project sources of funds
Update the **Development Budget** tab with the final development budget numbers (contingency line item should show $0 balance)
Update the **Proforma tab** with the final income and expense projections for the project for the 15-year retention period
Answer/explain variances in the yellow **Explain/View Variance** icon
*Additional items to upload into the Documents tab:
Copy of the construction loan payoff statement, if converted to perm, then loan conversion documents
Copy of the Permanent loan note and mortgage
Copy of the Final AIA contractor pay application that indicates the project is complete
If no AIA, then final paid invoices
Any change orders not previously provided

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Final LIHTC application/accountant's cost certification
Updates or amendments to partnership agreement
Remaining sources of funds documentation not previously submitted
Final fundraising statement showing all funds have been collected and banked
Final donation checks
Closing statement for acquisition cost
Homeless/special needs documentation, if awarded points
Visitable unit design documentation, if awarded points
Empowerment documentation for points awarded (Applies to projects 2020 and older)
Support documentation for any other scoring elements not previously submitted
*Additional items needed for Homeownership projects (if not provided previously):
Appraisals
Closing statements
Homebuyer mortgages
Sweat equity reports
Homebuyer counseling certificates

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