



Community Housing Office

Project Monitoring and Compliance Log

Project/Owner Name			
Contact Information	Name	Email Address	Phone
Post Closing Contact			
Accounting Contact			
Leasing Agent			

Pre-Construction Requirements

Date Rec'd Reviewed By

Quarterly Update on progress toward commencement of construction		
Final Plans including approvals/ building permits from local government building department		
Evidence of property insurance, no less than replacement value of the property listing Clark County as additional insured		
Build America Buy America (BABA) waiver request, if applicable (HOME only)		
Section 3 orientation (HOME only)		
Notify Clark County of construction start date and groundbreaking ceremony, if applicable		

Construction Requirements

Date Rec'd Reviewed By

Monthly Status of construction, invoices being paid, all lien waivers and change orders, submit using Clark County's Monthly Construction Status Report form		
Quarterly Section 3 Reports (Qualitative Efforts for all contractors, Subcontractor Reporting and Prime Contractor Reporting) (HOME only). Please send directly to Clark County Sect. 3 Coordinator		
Change Orders for any material changes. County approval required if owner received additional funding, exceeds hard or soft cost of contingency, any line item exceeding 50% of budget or > \$100k		
Requests for Reimbursement with backup documentation, incl. evidence of lien waivers		
Track all BABA covered materials used throughout construction to be submitted with Certification of BABA Compliance at completion (HOME Only)		
Cost Certification – within 240 days of completing construction (condition of final disbursement)		

Pre-Leasing Requirements

Date Rec'd Reviewed By

Tenant Selection Plan for County approval		
Management Plan and Management Agreement for County approval		
Proposed Lease for County approval NOTE: Clark County HOME Lease Addendum must be used for HOME units		
Proposed Rents for County approval		
Affirmative Fair Housing Marketing Plan		
Notify Clark County Social Service 60 days before availability general interest list Send notice to: SPPDT@ClarkCountyNV.gov AND CHF@ClarkCountyNV.gov or CCHOME@ClarkCountyNV.gov		
Monthly Status of lease up, and income and expense reports until Stabilized Occupancy is reached		