



# 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

|                                                                                                                           |  |  |
|---------------------------------------------------------------------------------------------------------------------------|--|--|
| <b>Quarterly</b> 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

|                                                                                                                                                                                                           |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <b>Monthly</b> Status of construction, invoices being paid, all lien waivers and change orders, submit using Clark County's <b>Monthly Construction Status Report</b> form                                |  |  |
| <b>Quarterly</b> Section 3 Reports (Qualitative Efforts for all contractors, Subcontractor Reporting and Prime Contractor Reporting) (HOME only). Please send directly to Clark County Sct. 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                                                                                                                                                                                                                                                                                          |  |  |
| Proposed Rents for County approval                                                                                                                                                                                                                                                                                          |  |  |
| Affirmative Fair Housing Marketing Plan                                                                                                                                                                                                                                                                                     |  |  |
| Notify Clark County Social Service 60 days before availability general interest list<br>Send notice to: <a href="mailto:SPPDT@ClarkCountyNV.gov">SPPDT@ClarkCountyNV.gov</a> AND <a href="mailto:CHF@ClarkCountyNV.gov">CHF@ClarkCountyNV.gov</a> or <a href="mailto:CCHOME@ClarkCountyNV.gov">CCHOME@ClarkCountyNV.gov</a> |  |  |
| <b>Monthly</b> Status of lease up, and income and expense reports until Stabilized Occupancy is reached                                                                                                                                                                                                                     |  |  |