

Bring It Home Program Administrative Compliance Review

Monitoring staff will choose up to five (5) administrative items to be sampled each quarter. If areas of concern are identified, additional selections or supporting documentation may be necessary. Some items may require annual review. This process is separate from the participant file review process.

Table 1 Administrative Items To Be Sampled

Item To Be Sampled (As Applicable)	Frequency
Grantee's Administrative Plan, Tenant Selection Plan, or other program guidelines	Within first quarter; as needed if revised
Internal financial controls policy	Within first quarter; then annually
Tenant Income Guidelines	Annually
Payment Standards, Fair Market Rent limits, and Utility Allowances	Annually
Data practices policy and response to information requests, if any	Annually
Program marketing materials & website	Annually
Compliance with contracting/bidding policy	Annually
Worker's Compensation compliance	Annually
Use of disbarred vendors and targeted vendors lists	Annually
MOUs for shared service area	Annually
Rejected/denied applicant example	Annually
Terminated participant example	Annually
Record retention policy	Annually
Waiting list selection procedure, or relevant section of Admin Plan	As selected
Fraud & Misuse Policy, if not included in internal controls	As selected
Procurement policy	As selected
Written conflict interest policy for contracting	As selected

Item To Be Sampled (As Applicable)	Frequency
Fair Housing Policy or AFHMP	As selected
Reasonable Accommodation Request Policy	As selected
Grievance Policy	As selected
Other identified grantee policies and procedures related to agency or program operation	As selected