



HOME Rental Project Monitoring System

April 2010



HOME Rental Project Monitoring

- HOME program compliance monitoring includes:
 - property standard inspections
 - annual rent and occupancy reporting
 - periodic review of income verification and tenant selection procedures



HOME Rental Project Monitoring

- The HOME Rental Project Monitoring System will provide inspection results and schedules, as well as allow the project owner/manager to submit annual Rent and Occupancy Reports.
- Project owners/managers will be notified when the initial submission window is open, and users will have 30 days to submit their reports.
- Once the submission window is closed, DHCD will review the reports, notifying the agency of any issues.
- After DHCD's review, project owners/managers will be allowed to see the results of the review, and re-submit if necessary.



Accessing Web-based System

- The application web address, Log-in ID and initial password will be sent via email to primary contact.
- Primary contact will be able to add or change two other contacts.
- Each organization will have the ability to have three people access the system.



First Time log-in page

(Log-in ID and password will be emailed to primary contact)

HRPM Reports - Windows Internet Explorer

http://atdhcddev/HRPM/HRPM_Reports/Default.aspx

File Edit View Favorites Tools Help

HRPM Report Admin HRPM Reports

HOME Rental Project Monitoring System

Housing and Community Development

Log In

Welcome to Virginia Department of Housing and Community Development Home Rental Project Monitoring Online System!

If you are a first time user, please check the first time user check box and use your account info sent via email to log in. Otherwise, please use your email address to login.

First Time User?

Email Address*:

Password*:

[Forgot Password](#)

Virginia Department of Housing and Community Development



Organizational Profile

http://atdhcddev/HRPM/HRPM_Reports/OwnerInfo.aspx

File Edit View Favorites Tools Help

HRPM Report Admin HRPM Reports

HOME Rental Project Monitoring System

Housing and Community Development

[Owner Profile](#) | [Projects](#) | [Downloads](#) | [Log Out](#)

Organization Profile

Owner Name:	Riverside Apartments LLC	Address:	P.O. Box 6894, Marion, VA, 24354
Contact Person:	Luke Tate	Title:	
Contact Phone:	(804)225-3128	Contact Email:	luketate@gmail.com

*If above information is incorrect, please submit a change request by entering change detail in following box.

Primary:

First Name*:	Last Name*:	Email*:	Password*:	Phone:
<input type="text" value="Luke"/>	<input type="text" value="Tate"/>	<input type="text" value="luketate@gmail.com"/>	<input type="text" value="••••••"/>	<input type="text" value="(804) 225-3128"/>

Back-up One:

First Name:	Last Name:	Email:	Password:	Phone:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="() - -"/>

Back-up Two:

First Name:	Last Name:	Email:	Password:	Phone:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="() - -"/>



Individual Rental Project Profile

HRPM Reports - Windows Internet Explorer

http://atdhcddev/HRPM/HRPM_Reports/Projects.aspx

File Edit View Favorites Tools Help

HRPM Reports

HOME Rental Project Monitoring System

Owner Profile | Projects | Downloads | Log Out

Housing and Community Development

Project Information

Riverside Apartments (123 Laurel Valley Road, Marion, VA 24354)

Management: Riverside Apartments LLC	IDIS Activity: 25253	Total Units: 50	Home Units: 50	<input type="button" value="Upload"/>
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Individual Rental Project Profile (Inspection History Tab)

HRPM Reports - Windows Internet Explorer

http://atdhcddev/HRPM/HRPM_Reports/Projects.aspx

HOME Rental Project Monitoring System

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Housing and Community Development

Project Information

Riverside Apartments (123 Laurel Valley Road, Marion, VA 24354)

Management: Riverside Apartments LLC **IDIS Activity:** 25253 **Total Units:** 50 **Home Units:** 50

View Inspection History View Report History

Inspection Period	Inspect Date	Status	Note
04/01/2010 - 04/01/2011	04/15/2010	Passed	



Rent and Occupancy Report Download Page

The screenshot shows a Windows Internet Explorer browser window. The address bar displays the URL: http://atdhcddev/HRPM/HRPM_Reports/Downloads.aspx. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also contains a search box with the text "Google". The browser's toolbar shows icons for Home, Back, Forward, Stop, Refresh, Print, Page, and Tools. The page content is titled "HOME Rental Project Monitoring System" and includes a navigation menu with links for "Owner Profile", "Projects", "Downloads", and "Log Out". A "Housing and Community Development" button is also visible. The main content area is titled "Form Downloads" and contains the following text: "You can download the following files. Please fill in all required fields in the Form and upload it to us via Projects page." Below this text is a download icon (a green arrow pointing down to a document) and the text "Rent and Occupancy Report Form".



Sample Rent and Occupancy Report (Complete, Save, and Close)

HOME Rent and Occupancy report.xls													
A	B	C	D	E	F	G	H	I	J	K	L		
1	HOME Program Compliance Rent and Occupancy Report												
2													
3	Property:						Date:						
4	Address:						Reporting Period:						
5													
6	Total Units:												
7	Total HOME Units:												
8	Low HOME Rental Units:												
9	High HOME Rental Units:												
10													
11	Unit #	No. of Bedrooms	Low or High HOME Rent Unit Designation	Tenant Name	Household Size	Annual (Gross) Income	Low- or Very Low-Income (L or VL)	Date of Last Income Re-Examination	Low or High HOME Rent	Utility Allowance	Maximum Actual Rent	Unit in Compliance ? (Y or N)	Comr
12	examp	2	L	J. Doe	3	\$14,000	VL	Jan-97	\$450	\$75	\$375	Y	
13													
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Upload Screen

(be sure the file is closed before attempting to upload)

HRPM Reports - Windows Internet Explorer

http://atdhcddev/HRPM/HRPM_Reports/Projects.aspx

File Edit View Favorites Tools Help

HRPM Report Admin HRPM Reports

HOME Rental Project Monitoring System

Housing and Community Development

Owner Profile | Projects | Downloads | Log Out

Project Information

Riverside Apartments (123 Laurel Valley Road, Marion, VA 24354)

Management: Riverside Apartments LLC IDIS Activity: 25253 Total Units: 50 Home Units: 50

View Inspection History View Report History

Upload your Rent and Occupancy Report Form for 2010*:

H:\HOME Monitoring Work\HOME Rent and Occupancy report.xls

The file has been uploaded successfully!



Individual Rental Project Profile (after approved report submission)

HRPM Reports - Windows Internet Explorer

http://atdhcddev/HRPM/HRPM_Reports/Projects.aspx

File Edit View Favorites Tools Help

HRPM Report Admin HRPM Reports

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Owner Profile | Projects | Downloads | Log Out

Housing and Community Development

Project Information

Riverside Apartments (123 Laurel Valley Road, Marion, VA 24354)

Management: Riverside Apartments LLC **IDIS Activity:** 25253 **Total Units:** 50 **Home Units:** 50

View Inspection History View Report History

Report Year	Submit Date	Submitted By	Status	Status Date
2010	04/23/2010		Accepted	04/23/2010



Individual Rental Project Profile

(after flagged report submission, allows for re-uploading)

HRPM Reports - Windows Internet Explorer

http://atdhcddev/HRPM/HRPM_Reports/Projects.aspx

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Housing and Community Development

Project Information

Riverside Apartments (123 Laurel Valley Road, Marion, VA 24354)

Management: Riverside Apartments LLC **IDIS Activity:** 25253 **Total Units:** 50 **Home Units:** 50

View Inspection History View Report History

Report Year	Submit Date	Submitted By	Status	Status Date
2010	04/23/2010		Flagged	04/23/2010



Conclusion

- Once the report has been submitted, DHCD will notify the primary contact by email the status of your report. The message will come from the following address: noreply@dhcd.virginia.gov, and the subject will be “Message from the HOME Rental Project Monitoring System.”
- If the report is flagged, please follow the same format for re-submitting a new report, and DHCD will notify the agency following review.
- If you have any questions regarding the HOME Rental Project Monitoring System, please contact Luke Tate at (804) 225-3128 or via email at luke.tate@dhcd.virginia.gov.