

## 2025 HOME Annual Report Checklist

<b>CHDO:</b>	<b>Procorem #:</b>	<b>Grant #:</b>
<b>Contact Name:</b>	<b>Phone #:</b>	

**HOME Annual Reports are due May 15, 2026. Extensions up to 30 days may be requested using State Form #7.**

**HOME Compliance Fees (if applicable):** Please submit payment to KHRC, Attn: Housing Compliance, 200 SW 6th Ave, Topeka, KS 66603 by May 15, 2026.

**Tenant Data Submission in the Procorem Compliance Application:** After all "tenant events" have been entered, hit the green "Tenant Event Validation" button. Next, hit the blue "Validate Tenant Events" button. The process may take a few seconds. Once you receive a "Passes" green thumbs up, submit your events by hitting the green button. This locks the period. Do not hit submit if you still have events to enter! If you receive a red (!), the validation failed and you must correct the errors. A list of errors with links to the units is provided. After correcting the errors, complete the validation process again. Keep in mind, if the validation passes, additional errors may exist and need corrected *after KHRC completes a full evaluation of the compliance period.*

**The items on the checklist must be included in the pdf in the order listed. Upload to the Procorem work center to the following folder: Compliance > Annual Report > 2025 HOME Annual Report.**

Item #	Annual Report Item Description	Owner/ Agent Initials
1	<b>Owner's Compliance Verification:</b> Complete and provide the Owner's Compliance Verification. Ensure the form is completely filled in. The original or electronic signatures of the Executive Director and Board President are required. Management company representatives <b>cannot</b> sign.	
2	<b>CHDO Certification (CHDOs Only):</b> This form is different than the Owner's Compliance Verification. This form verifies the CHDO meets all of the regulatory requirements to operate annually as a CHDO. The Board Member Composition Table must be completed with this form.	
3	<b>CHDO Board Member Certification (CHDOS Only):</b> This form must be completed by each board member <b>annually</b> . Each board member must individually certify their eligibility to serve.	
4	<b>Eligible Match:</b> Provide proof of any HOME eligible match received during the past 12 months. This match is additional match contributed on HOME-assisted projects after completion (not including property tax exemptions already claimed).	
5	<b>Utility Allowance:</b> Provide the 2025 UA. The effective date (MM/DD/YY) must be included. <b>Note: Properties to which HOME funds were committed on or after 8/23/13 must use either the HUD Utility Schedule Model or a project-specific methodology: Multifamily Housing Utility Analysis, Utility Company Estimate, LIHTC Agency Estimate (KHRC not currently offering), or Energy Consumption Model/ Engineer Model to determine the UA for the HOME units. PHA UAs cannot be used.</b>	

<b>6</b>	<b>Fair Housing Tracking Sheet:</b> Provide the Fair Housing Tracking Sheet identifying activities and actions taken during 2025 and planned for 2026. Please identify which impediment to Fair Housing your activities address.	
<b>7</b>	<b>Rent Information:</b> It is no longer necessary to submit a rent increase request to KHRC for the HOME program. Instead, KHRC has implemented an annual rent review process where you will be required to submit the rent review spreadsheet (available on KHRC's website) within 30 days of the effective date of newly published HOME rent and income limits.	
<b>8</b>	<b>Local Habitability/Housing Codes:</b> HOME projects are required to comply with the State and local code, ordinances and zoning requirements in the absence of the International Building Code. Provide KHRC with the name, email address and phone number of the county or city building inspectors. If you do not have building inspectors, please verify what standard is used and what city or county ordinance addresses the requirements.	

**Affirmative Fair Housing Marketing Plan (AFHMP):** Provide a copy of your current Affirmative Fair Housing Marketing Plan for grant #s with five (5) or more units. Owners may not (unless the grants are in the same general location and have similar targeting and preferences), use the same AFHMP for each grant. AFHMPs must be updated every five (5) years. **Please ensure all worksheets are uploaded with the plan.** Please upload this plan separately in the Plans & Procedures Folder in Procorem.

**Plans and Procedures:** In addition to the AFHMP, please upload a current copy of the **Management Plan, Maintenance Plan, Grievance Procedure and Tenant Selection Criteria** to the Plans & Procedures folder. If copies of these plans already exists in the folder, a second copy is not needed unless significant changes to the plan(s) has been made or the plan(s) is more than five (5) years old.

**Budget and Financials:** For grants with ten (10) or more HOME units, please upload the 2024 Financials and 2025 Budget using the Excel templates provided on KHRC's website. The financials and budget Excel templates must be uploaded to the following folder: **Financial Data > Annual Financials > 2024 Annual Report Financials and Budget**. Please note the financials template is two separate worksheets. If you submitted a Budget and Financial statement for this project for the **Tax Credit Annual Report**, please disregard.

**For new Properties only:** Please complete the Excel document named **Property Upload Data Sheet** with all applicable information for each address and/or unit #, **if you have not already done so.**

By signing below, the owner/agent is certifying all Annual Report requirements are complete. All necessary documents have been uploaded to the work center as requested and the task has been marked "finished". Again, all forms and templates can be found at <https://kshousingcorp.org/housing-partners/khrc-housing-compliance/>.

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Signature of Owner/Agent

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Date