

**Montgomery County Department of Housing and Community Affairs**

*HOME HIF Program  
Management and Staff Assessment*

<b>DHCA Monitor:</b>		<b>Project Name:</b>
<b>Date of Audit:</b>		<b>Manager Interviewed:</b>
		<b>Management Response/Comments</b>
<b>Management Capacity</b>	Total # Professional Staff	
	Total # Administrative Staff	
	Total # Service/Maintenance Staff	
	On-Site Property Manager (Yes/No)	
<b>Staff Experience</b>	On-Site Property Manager	
<b>Staff Training and Management Plan</b>	Frequency of Staff Training	In House Training:
	Documentation of Current Management Plan	External Training:
	Source:	