



January 6, 2026

Melina Lodge  
Executive Director  
Community Housing Land Trust of RI, Inc.  
2181 Post Road, First Floor  
Warwick, R.I. 02885

Dear <sup>Melina</sup> Ms. Lodge:

Monitoring Agents are entities tasked with ensuring ongoing compliance with affordable housing deed restrictions and regulations. They oversee various aspects of affordable housing, including ensuring income eligibility of tenants and homebuyers, checking that properties meet specific occupancy requirements, and verifying the sale or resale of properties meet affordability guidelines.

The Executive Office of Housing, successor of the Housing Resources Commission, has promulgated regulations at 860-RICR-00-005 to implement an approved monitoring agent program established pursuant to R.I. General Laws 45-53-3.2 for municipally subsidized housing developments. These rules and regulations establish a process for the selection and approval of Monitoring Agents including, but not limited to, established terms of engagement, standards for approval and recertification, reporting requirements and minimum qualifications for approved Monitoring Agents.

Your agency, Community Housing Land Trust of R.I., has submitted documentation to be considered an approved Monitoring Agent in accordance with the above regulations. This office has reviewed materials and determined your agency is certified as an approved Monitoring Agent through December 31, 2028. During this time, the Executive Office of Housing may conduct reviews of documentation and procedures followed by you in execution of your responsibility as a monitoring agent. When the annual application process is conducted in late 2026, your agency may request recertification for one or more years. Your performance during this initial period will be taken into consideration with regard to your recertification.

Simultaneous with this approval, the Executive Office of Housing is issuing its first Monitoring Agent Guidebook (attached) which provides standardized procedures and forms for approved monitoring agents (forms forwarded under separate cover at a later date). The Guidebook shall provide

approved Monitoring Agents with guidance to aid in the execution of their monitoring responsibilities and to establish statewide consistent and transparent procedures for monitoring long-term affordable housing units in Rhode Island. High quality, standardized income certification and long-term monitoring are central to building and preserving low- and moderate- income housing. While this Guidebook will likely be refined and evolve over time, it should provide a basis for assuring procedures are consistent throughout the State, protecting the affordable housing asset.

Please maintain this letter as documentation of your approval as a Monitoring Agent. Your interest and dedication in affordable housing is greatly appreciated. Should you have any questions or require additional information, please do not hesitate to contact Executive Office of Housing staff at 401-525-4247 or [Michael.Tondra@housing.ri.gov](mailto:Michael.Tondra@housing.ri.gov).

Sincerely,



Deborah J. Goddard, Secretary  
Executive Office of Housing