

Guide for Review of Homebuyer Downpayment Assistance Projects and/or Policies & Procedures	
Participating Jurisdiction:	Subrecipient:
PJ Staff Consulted:	
Name of HUD Reviewer(s):	Date of Review:
Type of Monitoring Review:	<input type="checkbox"/> Project File Review <input type="checkbox"/> Policies & Procedures Review <input type="checkbox"/> Combined: Project <u>and</u> Policies & Procedures Review

NOTE: All questions contain the citation for the source of the requirement (statute, regulation, NOFA, or grant agreement). If the requirement is not met, HUD must make a finding of noncompliance.

File Selection Summary (Required)	
Program Year(s) Reviewed:	
Number of Files Reviewed:	
How were files selected?	<input type="checkbox"/> Random <input type="checkbox"/> Non-Random <input type="checkbox"/> Statistical <input type="checkbox"/> Combination (describe):
Were additional files selected for review?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If additional files were selected for review, why were files added to the monitoring? (select all that apply)	<input type="checkbox"/> Expand the sample to include a file(s) from <u>each</u> staff person working in the respective program area being monitored; <input type="checkbox"/> Expand the sample to include additional files with the <u>same</u> characteristics, (i.e., same problem category, staff person, activities or other characteristics) <input type="checkbox"/> Expand the sample to determine whether problems are isolated events or represent a systemic problem. <input type="checkbox"/> Expand the sample to include files the reviewer has reason to believe may have compliance problems or that are substantially different in terms of size, complexity, or other factors from other projects the PJ has undertaken. <input type="checkbox"/> Other, please specify:

Instructions:

- This Exhibit is used to monitor a PJ's stand-alone downpayment assistance program. The reviewer should use Exhibit 7-27, *Guide for Review of Homebuyer Development and/or Rehabilitation Projects and/or Policies and Procedures* when monitoring newly constructed or rehabilitated homebuyer projects from development through sale to an eligible homebuyer.
- This Exhibit is used to monitor a PJ's homebuyer downpayment assistance project files, the PJ's homebuyer downpayment assistance program policies and procedures, or a combination of both project files and policies and procedures. Reviewers should note the type of review completed in the check box above.
- The HOME regulation at [24 CFR 92.504\(a\)](#) requires PJs to have comprehensive written HOME program policies and procedures. Where applicable, this Exhibit pairs each policies and procedures requirement with its homebuyer downpayment assistance project requirement. As noted above, the reviewer may use this Exhibit to complete a project file review, a policies and procedures review, or a combination of both project files and policies and procedures. Reviewers are not required to complete both questions if the monitoring is not addressing both policies and procedures and project requirements. However, if project noncompliance is found, the reviewer *must* examine the related policies and procedures to determine if the finding is associated with a lack of policies and procedures, or a failure of PJ staff to follow the written policies and procedures.
- Reviewers can use this Exhibit to review up to five homebuyer downpayment assistance project files. If additional files are included in the monitoring, the reviewer should complete another copy of the Exhibit. Section 7-4 in the introduction to this Chapter provides guidance on the number of files to review. Reviewers *must* complete the File Selection Summary table at the beginning of this Exhibit.
- Reviewers must adequately describe the basis for any findings in the "Describe Basis for Conclusion" section of each question, being careful to note which project file is noncompliant and why.
- The Exhibit is divided into fifteen program areas. Based on the risk assessment and the notification letter sent to the PJ, check the program area(s) under review. Reviewers are *required* to review the beneficiary written agreement for all files monitored as the written agreement is critical to program compliance and oversight. Reviewers should make every effort to review as many other program area sections as possible during the monitoring to obtain an accurate representation of the PJ's compliance with the HOME program requirements. If a specific program area is not examined, check the "Not Reviewed During Monitoring" box at the beginning of the applicable program area section, and note the reason why the section was not reviewed in the "Describe the Basis for Conclusion" text box of the first question under the applicable program area section.

Check Program Areas Reviewed During Monitoring:

- A. Affirmative Marketing;
- B. Project Selection, Commitment and Set-up;
- C. HOME Subsidy;
- D. Income Determination;
- E. Housing Counseling;
- F. Beneficiary Written Agreement, (review required);
- G. Responsible Lending/Lender Requirements;
- H. Property Requirements;
- I. Property Standards;
- J. Ownership and Occupancy;
- K. Resale and Recapture Requirements;
- L. Eligible/Reasonable Costs;

- M. Procurement and Contractor Oversight (if applicable);
- N. Project Completion; and
- O. Record Retention
- This Exhibit requires the completion of other Exhibits: Exhibit 21-1 for Question 35, and Exhibits 7-34 and 34-3 for Question 51.
- The questions in this Exhibit may also be used as an interview instrument for program staff.

For Project File Reviews: Include the following information for each file reviewed. When completing the *project-specific Exhibit* questions that follow, include a file identifier such as the File or Integrated Disbursement and Information System (IDIS) number.

File#	Project Name/Address ¹	IDIS #	HOME Funds Committed	Commitment Date	Written Agreement Date	HOME Funds Drawn	Completion Date	Resale or Recapture
1.								<input type="checkbox"/> Resale <input type="checkbox"/> Recapture
2.								<input type="checkbox"/> Resale <input type="checkbox"/> Recapture
3.								<input type="checkbox"/> Resale <input type="checkbox"/> Recapture
4.								<input type="checkbox"/> Resale <input type="checkbox"/> Recapture
5.								<input type="checkbox"/> Resale <input type="checkbox"/> Recapture

¹ The inclusion of personally identifiable information (PII) should be limited. PII includes any information that is linked or linkable to an individual, such as first and last name, home or cell telephone numbers, address, and social security numbers. To the greatest extent feasible, monitors should use a method of identifying files reviewed that does not include PII.

A. AFFIRMATIVE MARKETING

NOT REVIEWED DURING MONITORING

1.

<p>Has the PJ adopted affirmative marketing requirements and procedures for its downpayment assistance program?</p> <p>NOTE: If monitoring for compliance with affirmative marketing recordkeeping and data compilation requirements, use Exhibit 22-3, <i>Guide for Review of Civil Rights-Related Program Requirements for the HOME Investment Partnerships Program</i>. [24 CFR 92.351]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Describe Basis for Conclusion:</p>	

B. PROJECT SELECTION, COMMITMENT AND SET-UP

NOT REVIEWED DURING MONITORING – Check all that apply:

- Policies and Procedures NOT REVIEWED, and/or
- Project files NOT REVIEWED

2.

<p>Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]</p>	<p>Before committing HOME funds to the project, did the PJ ensure that homebuyer underwriting is complete in accordance with 24 CFR 92.254(f)? [24 CFR 92.2 Definition of <i>Commit to a Specific Project</i>]</p>	
<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>File #1:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>File #2:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>File #3:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>File #4:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>File #5:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Describe Basis for Conclusion:</p>		

3.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.254(f)]	Did the PJ use its written guidelines to underwrite the homebuyer prior to committing HOME funds by assessing <u>all</u> the following: [24 CFR 92.254(f) and 24 CFR 92.250(b)(4)]					
<input type="checkbox"/> Yes <input type="checkbox"/> No		File #1:	File #2:	File #3	File #4:	File #5:
	Costs are reasonable, and the amount of homebuyer assistance is appropriate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	The housing debt and overall debt of the household?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
The monthly expenses of the family?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The assets available to acquire the housing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	The financial resources to sustain homeownership?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:						

4.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Did the PJ set-up the project in IDIS <i>following</i> the execution of the written agreement with the homebuyer? The date of the written agreement must be the same as, or prior to, the commitment date in IDIS. [24 CFR 92.502(b)]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

5.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Was the property title transferred to the household within 6 months of the commitment date? [24 CFR 92.2 Definition of <i>Commit to a Specific Local Project</i>]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

6.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Does the project file include records that document: [24 CFR 92.508]					
<input type="checkbox"/> Yes <input type="checkbox"/> No		File #1:	File #2:	File #3:	File #4:	File #5:
	Underwriting of the homebuyer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purchase by an eligible homebuyer within 6 months of commitment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe Basis for Conclusion:						

C. HOME SUBSIDY

NOT REVIEWED DURING MONITORING – Check all that apply:

- Policies and Procedures NOT REVIEWED, and/or
- Project files NOT REVIEWED

7.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Did the HOME investment total at least \$1,000 per unit? [24 CFR 92.205(c)]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

8.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Was the amount of HOME subsidy invested in the project at or below the applicable maximum per-unit HOME subsidy limit? [24 CFR 92.250(a)]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

9.

Was the HOME subsidy provided in an eligible form of investment (i.e., interest-bearing or non-interest-bearing loan or advance, deferred payment loan, grant, or a different form specifically approved by HUD in writing)? [24 CFR 92.205(b)]	
File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:	

10.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Did the PJ conduct a subsidy layering review? [24 CFR 92.250(b)]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

11.

<p>Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]</p>	<p>Does the project file include records that document: [24 CFR 92.508]</p>					
<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>HOME subsidy was: <ul style="list-style-type: none"> • At least \$1,000, and • At or below the maximum per-unit HOME subsidy limits? </p>	<p>File #1: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>File #2: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>File #3: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>File #4: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>File#5: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>HOME subsidy was provided in an eligible form?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Subsidy layering review was completed?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Describe Basis for Conclusion:</p>						

D. INCOME DETERMINATION

NOT REVIEWED DURING MONITORING – Check all that apply:

- Policies and Procedures NOT REVIEWED, and/or
- Project files NOT REVIEWED

12.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Did the PJ determine that the household qualified as low-income? [24 CFR 92.203 and 24 CFR 92.254(a)(3)]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

13.

Did the PJ use the applicable income limits when qualifying the household's income? [24 CFR 92.203]	
File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:	

14.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Did the PJ use one of the two allowable definitions of annual income noted below to qualify the household's income? <i>Check definition of income used in this project or the PJ's homebuyer downpayment assistance program:</i> <input type="checkbox"/> Definition of annual income found at 24 CFR 5.609 , or <input type="checkbox"/> Adjusted gross income as defined under IRS Form 1040 [24 CFR 92.203(b)]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

15.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	<i>If using the definition of annual income found at 24 CFR 5.609</i> , did the PJ correctly apply income inclusions and exclusions? [24 CFR 92.203(b)]		
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Describe Basis for Conclusion:			

16.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Did the PJ examine at least 2 months of source documentation when determining the household's annual income? [24 CFR 92.203(a)(2)]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

17.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Did the PJ count the income of all members of the household and project the prevailing rate of income of the household at the time the PJ determined the household's income? [24 CFR 92.203(d)(1)]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

18.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Was the household's income determination conducted no more than 6 months before HOME funds were committed to the household? [24 CFR 92.203(d)(2)]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

19.

Do files demonstrate that only one definition of income was used for all the PJ's homebuyer downpayment assistance program applicants and that this definition was the definition identified by the PJ's homebuyer program policies and procedures? [24 CFR 92.203(c)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe the Basis for Conclusion:	

20.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Does the project file include records that demonstrate that the PJ determined the household's income in accordance with 24 CFR 92.203 ? [24 CFR 92.508(a)(3)(v)]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

E. HOUSING COUNSELING

NOT REVIEWED DURING MONITORING – Check all that apply:

- Policies and Procedures NOT REVIEWED, and/or
- Project files NOT REVIEWED

21.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Does the project file include records that demonstrate that the household received housing counseling from a HUD-certified housing counselor? [24 CFR 92.254(a)(3) and 24 CFR 92.508]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

F. BENEFICIARY WRITTEN AGREEMENT

Instructions: Since written agreements are central to initial and ongoing compliance with HOME requirements, reviewers monitoring project files **MUST** evaluate the written agreements for the HOME activities being monitored. If project noncompliance is found, the reviewer **MUST** also examine the related policies and procedures to determine if the finding is associated with a lack of policies and procedures, or a failure of PJ staff to follow the written policies and procedures.

If the reviewer is only monitoring the PJ's policies and procedures, completion of the project file questions is not required.

Check as applicable:

- Project File – NOT REVIEWED during monitoring because monitoring is focusing only on policies and procedures.
- Policies and Procedures NOT REVIEWED during monitoring. Monitoring is focusing on project compliance and noncompliance was not found.

22.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Does the project file include the written agreement with the homebuyer, including the dated signatures of all parties? [24 CFR 92.508]		
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Written Agreement:
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Written Agreement:
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Written Agreement:
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Written Agreement:
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Written Agreement:
Describe Basis for Conclusion:			

23.

Does the written agreement with the homebuyer include each of the following: [24 CFR 92.504(c)(5)(i)]					
Written Agreement Requirement	File #1:	File #2:	File #3:	File #4:	File #5:
a. Purchase price to ensure compliance with 24 CFR 92.254(a)(2)(i) ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Housing is the principal residence of an income qualified homebuyer for the duration of the period of affordability?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Amount and form of assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Resale or recapture provisions applicable to the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Date by which housing must be acquired?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Address or legal description of the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Period of affordability applicable to the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:					

24.

Does the written agreement with the homebuyer specify remedies or actions the PJ will take if the principal residence requirement is not met for the duration of the period of affordability? [24 CFR 92.254(a)(5)]	
File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:	

25.

Does the written agreement with the homebuyer specify the PJ's refinancing guidelines should the homeowner decide to refinance the superior loan? [24 CFR 92.254(f)(3)]	
File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:	

G. RESPONSIBLE LENDING/LENDER REQUIREMENTS

NOT REVIEWED DURING MONITORING – Check all that apply:

- Policies and Procedures NOT REVIEWED, and/or
- Project files NOT REVIEWED

26.

Does the PJ have homebuyer underwriting and responsible lending policies and procedures? [24 CFR 92.254(f)(2)]	Did the PJ determine that the homebuyer's loan is sustainable over the long-term and does not contain any risky lending features? [24 CFR 92.254(f)(1) and (2)]	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

27.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Does the project file include records that demonstrate that the PJ reviewed the homebuyer’s loan to determine it did not contain risky lending features? [24 CFR 92.508]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

Homeownership Assistance Provided Through For-profit/Nonprofit Lenders

NOT REVIEWED DURING MONITORING – Check all that apply:

- Policies and Procedures NOT REVIEWED, and/or
- Project files NOT REVIEWED
- NOT APPLICABLE - PJ does not provide homeownership assistance through for-profit or nonprofit lenders.

28.

<i>If the PJ provides homeownership assistance through lenders, did the PJ execute a written agreement with the lender specifying the forms and amount of homebuyer assistance, and any conditions that apply to the provision of homeownership assistance?</i> [24 CFR 92.254(e)(1)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:	

29.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	<i>If the homebuyer received the HOME homeownership assistance through a lender, did the PJ verify the income eligibility of the homebuyer?</i> [24 CFR 92.254(e)(2)]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

30.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	<i>If the homebuyer received the HOME homeownership assistance through a lender, did the PJ inspect the property for compliance with the property standards of 24 CFR 92.251?</i> [24 CFR 92.254(e)(2)]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

31.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	<i>If the homebuyer received the HOME homeownership assistance through a lender, did the PJ determine that no fees were charged for the HOME assistance, and that any fees charged by the lender for the first mortgage financing were reasonable?</i> [24 CFR 92.254(e)(3)]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

32.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	<i>If the homebuyer received the HOME homeownership assistance through a lender</i> , does the project file include records that demonstrate that the PJ: [24 CFR 92.508]					
<input type="checkbox"/> Yes <input type="checkbox"/> No	Verified income eligibility of household?	File #1: <input type="checkbox"/> Yes <input type="checkbox"/> No	File #2: <input type="checkbox"/> Yes <input type="checkbox"/> No	File #3: <input type="checkbox"/> Yes <input type="checkbox"/> No	File #4: <input type="checkbox"/> Yes <input type="checkbox"/> No	File #5: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Inspected the property for compliance with property standards of 24 CFR 92.251 ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Determined no fees were charged for the HOME assistance and any fees charged by the lender for the first mortgage were reasonable?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:						

H. PROPERTY REQUIREMENTS

NOT REVIEWED DURING MONITORING – Check all that apply:

- Policies and Procedures NOT REVIEWED, and/or
- Project files NOT REVIEWED

33.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Is the property a 1 – 4-unit single-family home? [24 CFR 92.254(a)(1)]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

34.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Was the sales price less than 95% of the area median single-family purchase price? [24 CFR 92.254(a)(2)]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

35.

<p>Did the property comply with the environmental review requirements? (Use Exhibit 21-1, <i>Guide for Environmental Review of the Community Development Block Grant, HOME Investment Partnerships, Emergency Solutions Grants, and Housing Opportunities for Persons With AIDS Programs by the Community Planning and Development (CPD) Representative</i> to answer this question) [24 CFR 92.352]</p>	
File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:	

36.

<p>Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]</p>	<p>Does the project file include records that demonstrate: [24 CFR 92.508]</p>					
<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>File #1:</p> <p>Property is a 1-4 unit single-family home?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>File #2:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>File #3:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>File #4:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>File #5:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Sales price was less than 95% of the area median single-family purchase price?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Environmental Review:</p> <ul style="list-style-type: none"> • Signed determination of exemption from environmental review or of categorical exclusion not subject to related laws, or • Authority to Use Grant Funds (Form HUD 7015.16)? 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Describe Basis for Conclusion:</p>						

I. PROPERTY STANDARDS

NOT REVIEWED DURING MONITORING – Check all that apply:

- Policies and Procedures NOT REVIEWED, and/or
- Project files NOT REVIEWED

37.

Does the PJ have standards to determine that the housing is decent, safe, sanitary, and in good repair? At a minimum, the standards must provide that the housing meets the following: [24 CFR 92.251(c)(3)]	
Applicable state and local housing quality standards and code requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minimum deficiencies that must be corrected based on inspectable items and areas in HUD’s Uniform Physical Condition Standards?	<input type="checkbox"/> N/A *HUD has not yet issued guidance on the minimum deficiencies that must be corrected.
Describe Basis for Conclusion:	

38.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Did the PJ inspect the project no earlier than 90 days prior to the commitment of HOME funds to determine that the housing met the PJ’s standards? (NOTE: Only properties that meet the PJ’s standards can be acquired by an eligible homebuyer.) [24 CFR 92.251(c)(3)]		
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Inspection Date:
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Inspection Date:
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Inspection Date:
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Inspection Date:
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Inspection Date:
Describe Basis for Conclusion:			

39.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Does the project file include records that demonstrate that the property was inspected by the PJ no earlier than 90 days prior to the commitment of HOME funds? [24 CFR 92.508]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

J. OWNERSHIP AND OCCUPANCY

NOT REVIEWED DURING MONITORING – Check all that apply:

- Policies and Procedures NOT REVIEWED, and/or
- Project files NOT REVIEWED

40.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Was the property acquired in an eligible form of ownership, i.e., fee simple title in a 1- to -4 unit dwelling or in a condominium or other equivalent form of homeownership approved by HUD in writing, and the land is owned in fee simple or the homeowner has a 99-year ground lease? (For housing located in the insular areas, the ground lease must be 40 years or more; for housing located on Indian trust or restricted Indian lands or a Community Land Trust, the ground lease must be 50 years or more; for manufactured housing, the ground lease must be for a period at least equal to the applicable period of affordability in 24 CFR 92.254 .) (The participating jurisdiction must determine whether ownership or membership in a cooperative or mutual housing project constitutes homeownership under State law; however, if the cooperative or mutual housing project receives Low Income Housing Tax Credits, the ownership or membership does not constitute homeownership.) [24 CFR 92.2 and 24 CFR 92.254(c)]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

41.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Does the project file include records that demonstrate that the property was acquired in an eligible form or ownership? [24 CFR 92.508]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion: Click or tap here to enter text.		

K. RESALE AND RECAPTURE REQUIREMENTS

NOT REVIEWED DURING MONITORING – Check all that apply:

- Policies and Procedures NOT REVIEWED, and/or
- Project files NOT REVIEWED

42.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Did the PJ impose resale or recapture provisions on the property? [24 CFR 92.254(a)(5)]		
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Resale <input type="checkbox"/> Recapture
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Resale <input type="checkbox"/> Recapture
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Resale <input type="checkbox"/> Recapture
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Resale <input type="checkbox"/> Recapture
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Resale <input type="checkbox"/> Recapture
Describe Basis for Conclusion:			

43.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Did the PJ impose the correct period of affordability on the property? [24 CFR 92.254(a)(4)]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

44.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Is the resale or recapture provision applied to the project consistent with the HUD-approved resale or recapture provision in the PJ's annual action plan for the year in which assistance was provided? [24 CFR 92.254(a)(5)(i) or (ii)]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

45.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	<i>If resale provisions were imposed on the property</i> , were the provisions imposed through deed restrictions or covenants running with the land, or other similar mechanisms, for the period of affordability? [24 CFR 92.254(a)(5)(i)]	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Describe Basis for Conclusion:		

46.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	<i>If the property was sold before the end of the affordability period</i> , was the property: <ul style="list-style-type: none"> • Resold in accordance with the resale requirements, or • Did the PJ recapture the assistance in accordance with the recapture provisions? [24 CFR 92.254(a)(4)]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Describe Basis for Conclusion:		

47.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Does the project file include records that demonstrate that the PJ recorded resale or recapture provisions on the property? [24 CFR 92.508]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

L. ELIGIBLE/REASONABLE COSTS

NOT REVIEWED DURING MONITORING – Check all that apply:

- Policies and Procedures NOT REVIEWED, and/or
- Project files NOT REVIEWED

48.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Were all costs paid with HOME funds eligible? [24 CFR 92.206 (eligible project costs), 24 CFR 92.214 (prohibited activities and fees)]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

49.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Were any fees charged to the homebuyer permissible (i.e., housing counseling, nominal application fees)? [24 CFR 92.214(b)]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

50.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Does the project file include records that document that all HOME costs were eligible and fees charged to the homebuyer were permissible? [24 CFR 92.508(a)(3)(ii)]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

M. PROCUREMENT AND CONTRACTOR OVERSIGHT, if applicable

Instructions: If the PJ procured the services of a contractor to administer its homebuyer downpayment assistance program, the PJ must adhere to the procurement requirements of [2 CFR part 200](#). The HOME regulations at [24 CFR 92.504\(b\)](#) require the PJ to execute a written agreement with the contractor. Reviewers must complete the following Exhibits: Exhibit 7-34, *Guide for Review of Contractor Written Agreement* and Exhibit 34-3 *Guide for Review of Procurement*.

NOT REVIEWED DURING MONITORING

NOT APPLICABLE - PJ does not procure contractor services for its downpayment assistance program.

51.

<p><i>If the PJ procured the services of a contractor to administer its homebuyer downpayment assistance program, did the PJ adhere to the procurement requirements of 2 CFR part 200 and execute a written agreement with the contractor? Summarize the results of Exhibits 7-34 and 34-3 to answer this question.</i></p> <p>[24 CFR 92.504(b)]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Describe Basis for Conclusion:	

N. PROJECT COMPLETION

NOT REVIEWED DURING MONITORING – Check all that apply:

- Policies and Procedures NOT REVIEWED, and/or
- Project files NOT REVIEWED

52.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Was homebuyer beneficiary information entered in IDIS within 120 days of the final project draw? The data entered in IDIS (e.g., project address, number of units, beneficiary information) should accurately reflect the data included in the written agreement and project files. [24 CFR 92.502(d)(1)]	
<input type="checkbox"/> Yes <input type="checkbox"/> No	File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:		

O. RECORD RETENTION

- NOT REVIEWED DURING MONITORING

53.

Is the PJ retaining documents imposing resale or recapture provisions for five years after the period of affordability terminates? [24 CFR 92.508(c)(2)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:	

54.

Is the PJ retaining homebuyer downpayment assistance written agreement records for five years after the agreement terminates? [24 CFR 92.508(c)(4)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:	