

Guide for Review of Rental Development or Rehabilitation 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:	Click or tap here to enter text.
Number of Files Reviewed:	Click or tap here to enter text.
How were files selected?	<input type="checkbox"/> Random <input type="checkbox"/> Non-Random <input type="checkbox"/> Statistical <input type="checkbox"/> Combination (describe): Click or tap here to enter text.
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: Click or tap here to enter text.

Instructions:

- This Exhibit is used to monitor HOME-assisted rental projects from development through lease-up of the units. The reviewer should use Exhibit 7-30, *Guide for Review of Rental Project Compliance and/or Policies and Procedures* when monitoring a completed HOME-assisted rental project for on-going compliance during the HOME period of affordability.
- This Exhibit is used to monitor a PJ's rental development project files, the PJ's rental development 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 rental development 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 rental development 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 ten 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 owner, developer, sponsor 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.
- This Exhibit requires the completion of other Exhibits: Exhibit 21-1 for Question 49; Exhibit 27-1 for Question 50; Exhibit 24-1 for Question 77; and Exhibits 7-34 and 34-3 for Question 87.

Check Program Areas Reviewed During Monitoring:

- A. Project Selection, Commitment and Set-up;
 - B. Owner, Developer, Sponsor Written Agreement (review required);
 - C. HOME Subsidy, Subsidy Layering;
 - D. Cost Allocation;
 - E. Eligible/Reasonable Costs;
 - F. Property Requirements;
 - G. Property Standards;
 - H. Procurement and Contractor Oversight (if applicable);
 - I. Project Completion; and
 - J. Record Retention
- 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 the file or Integrated Disbursement and Information System (IDIS) number as a reference to the project file reviewed.

File#	Project Name/Address ¹	IDIS #	HOME Funds Committed	Written Agreement Date	HOME Funds Drawn	Completion Date	Total Units	Number of HOME-assisted Units
1.								
2.								
3.								
4.								
5.								

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. 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

1.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Before committing HOME funds to the project, did the PJ assess <u>all</u> of the following: [24 CFR 92.250(b)]					
<input type="checkbox"/> Yes <input type="checkbox"/> No		File # 1:	File # 2:	File # 3:	File # 4:	File # 5:
	Sources and uses of funds for the project and a determination that costs are 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
	Current market demand in the area where the project is located?	<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
	Experience and financial capacity of the developer or project owner?	<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
	Firm written financial commitments for the project?	<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:						

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 and setting-up the project in IDIS, did the PJ ensure that <u>all</u> of the following requirements were met: [24 CFR 92.2 Definition of <i>Commit to a specific local project</i>; 24 CFR 92.352(b) for Environmental Review]</p>					
<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		File # 1:	File # 2:	File # 3:	File # 4:	File # 5:
	<p>Environmental Review was completed, or commitment was conditioned on the completion of the environmental review, (i.e., conditional commitment)?</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>PJ & project owner executed a signed and dated legally binding written agreement identifying the project's address or legal description?</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>All necessary financing secured?</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>Project budget and schedule have been established?</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>Construction expected to start within 12 months of written agreement date?</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>Project underwriting is complete in accordance with 24 CFR 92.250(b)?</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>						

3.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	<i>If the project involves new construction</i> , did the PJ perform a site selection and neighborhood standards review in accordance with 24 CFR 983.57(e)(2) and (3)? [24 CFR 92.202(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:		

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 following the execution of the written agreement? 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.

<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 of <i>all</i> of the following: [24 CFR 92.508]</p>																																																		
<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<table border="1"> <thead> <tr> <th data-bbox="884 505 1121 548">File # 1:</th> <th data-bbox="1121 505 1335 548">File # 2:</th> <th data-bbox="1335 505 1558 548">File # 3:</th> <th data-bbox="1558 505 1801 548">File # 4:</th> <th data-bbox="1801 505 2028 548">File # 5:</th> </tr> </thead> <tbody> <tr> <td data-bbox="884 548 1121 732"> <p>Signed Determination of Exemption from Environmental Review or of Categorical Exclusion Not Subject to Related Laws or Authority to Use Grant Funds (Form 7015.16)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1121 548 1335 732"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1335 548 1558 732"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1558 548 1801 732"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1801 548 2028 732"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> </tr> <tr> <td data-bbox="884 732 1121 776"> <p>Firm Financial Commitments?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1121 732 1335 776"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1335 732 1558 776"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1558 732 1801 776"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1801 732 2028 776"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> </tr> <tr> <td data-bbox="884 776 1121 820"> <p>Project Budget and Schedule?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1121 776 1335 820"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1335 776 1558 820"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1558 776 1801 820"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1801 776 2028 820"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> </tr> <tr> <td data-bbox="884 820 1121 863"> <p>Sources and Uses?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1121 820 1335 863"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1335 820 1558 863"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1558 820 1801 863"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1801 820 2028 863"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> </tr> <tr> <td data-bbox="884 863 1121 907"> <p>Market Assessment?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1121 863 1335 907"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1335 863 1558 907"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1558 863 1801 907"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1801 863 2028 907"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> </tr> <tr> <td data-bbox="884 907 1121 979"> <p>Experience and Financial Capacity of the Project Developer or Owner?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1121 907 1335 979"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1335 907 1558 979"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1558 907 1801 979"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1801 907 2028 979"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> </tr> <tr> <td data-bbox="884 979 1121 1050"> <p>PJ Approval or Assessment of Project Underwriting?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1121 979 1335 1050"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1335 979 1558 1050"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1558 979 1801 1050"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> <td data-bbox="1801 979 2028 1050"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> </tr> <tr> <td data-bbox="884 1050 1121 1135"> <p><i>If applicable</i>, site selection and neighborhood standards review?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> </td> <td data-bbox="1121 1050 1335 1135"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> </td> <td data-bbox="1335 1050 1558 1135"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> </td> <td data-bbox="1558 1050 1801 1135"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> </td> <td data-bbox="1801 1050 2028 1135"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> </td> </tr> </tbody> </table>						File # 1:	File # 2:	File # 3:	File # 4:	File # 5:	<p>Signed Determination of Exemption from Environmental Review or of Categorical Exclusion Not Subject to Related Laws or Authority to Use Grant Funds (Form 7015.16)?</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>Firm Financial Commitments?</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>Project Budget and Schedule?</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>Sources and Uses?</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>Market Assessment?</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>Experience and Financial Capacity of the Project Developer or Owner?</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>PJ Approval or Assessment of Project Underwriting?</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><i>If applicable</i>, site selection and neighborhood standards review?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
File # 1:	File # 2:	File # 3:	File # 4:	File # 5:																																															
<p>Signed Determination of Exemption from Environmental Review or of Categorical Exclusion Not Subject to Related Laws or Authority to Use Grant Funds (Form 7015.16)?</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>Firm Financial Commitments?</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>Project Budget and Schedule?</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>Sources and Uses?</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>Market Assessment?</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>Experience and Financial Capacity of the Project Developer or Owner?</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>PJ Approval or Assessment of Project Underwriting?</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><i>If applicable</i>, site selection and neighborhood standards review?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>																																															
<p>Describe Basis for Conclusion:</p>																																																			

B. OWNER, DEVELOPER, SPONSOR 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.

6.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Before disbursing HOME funds, did the PJ execute a written agreement with the project owner, developer and/or sponsor? [24 CFR 92.504(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:		

7.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Does the project file include a complete, executed copy of the written agreement, including any amendments to the agreement? [24 CFR 92.508(a)(3)(xiv)]	
<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)]	Does the written agreement include the dated signature of each party to the agreement as required by 24 CFR 92.2 definition of <i>Commit to a Specific Local Project</i> ? [24 CFR 92.504(c)(3)]		
<input type="checkbox"/> Yes <input type="checkbox"/> No	File # 1:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Written Agreement Date:
	File # 2:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Written Agreement Date:
	File # 3:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Written Agreement Date:
	File # 4:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Written Agreement Date:
	File # 5:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Written Agreement Date:
Describe Basis for Conclusion:			

9.

Does the written agreement provide a sound basis for the PJ to effectively monitor performance under the agreement by clearly identifying <u>all</u> of the following: [24 CFR 92.504(c)(3)(i)]					
	File # 1:	File # 2:	File # 3:	File # 4:	File # 5:
Project address or legal description of the property if a street address has not been assigned?	<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
Amount and use of HOME and other funds included in the project?	<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
Specific tasks to be performed?	<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
Detailed project schedule?	<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
Complete project budget that includes all sources and uses?	<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:					

10.

Is the written agreement in effect through the affordability period required by the PJ in accordance with 24 CFR 92.252? [24 CFR 92.504(c)(3)(ix)]	
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.

Does the agreement provide for a means of enforcing the affordability restrictions by the PJ (i.e., deed restrictions, covenants running with the land, use restrictions, or other mechanisms approved in writing by HUD)? [24 CFR 92.504(c)(3)(vii)]	
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:	

12.

Does the agreement include <i>all</i> of the following requirements: [24 CFR 92.504(c)(3)(ii)(A)]					
	File # 1:	File # 2:	File # 3:	File # 4:	File # 5:
Initial rents?	<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
Procedures for rent increases as required under 24 CFR 92.252(f)(2) ?	<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
Number of HOME units in the project?	<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
Unit size of each HOME-assisted unit	<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
Designation of the HOME-assisted units as fixed or floating pursuant to 24 CFR 92.252(j) ?	<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
Identification by the owner or developer of the unit number of each HOME-assisted unit no later than the time of initial occupancy?	<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:					

13.

<i>If the agreement permits the owner to limit eligibility or give preference to a particular segment of the population, is such a limitation or preference described in the PJ's consolidated plan in accordance with 24 CFR 92.253(d)?</i> [24 CFR 92.504(c)(3)(iii)]	
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:	

14.

Does the agreement require that the housing meet the applicable property standards in 24 CFR 92.251 upon project completion? [24 CFR 92.504(c)(3)(iv)]	
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 agreement require project owners to maintain the housing in compliance with the property standards of 24 CFR 92.251 for the duration of the HOME period of affordability? [24 CFR 92.504(c)(3)(iv)]	
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:	

16.

<i>If the project contains 5 or more HOME-assisted units</i> , does the written agreement specify the owner or developer's affirmative marketing responsibilities pursuant to 24 CFR 92.351 ? [24 CFR 92.504(c)(3)(v)(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:	

17.

Does the agreement require the owner, developer, or sponsor to meet all federal requirements and nondiscrimination requirements established in 24 CFR 92.350 ? The agreement may reference 24 CFR 92.350 . In the absence of specific references to 24 CFR 92.350 the monitor must consult the regulations to determine that each requirement in 24 CFR 92.350 is incorporated into the agreement. [24 CFR 92.504(c)(3)(v)(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:	

18.

<i>If the project involves acquisition, demolition, and/or rehabilitation, and if tenants or owners were required to relocate permanently or temporarily</i> , does the agreement include the requirements consistent with 24 CFR 92.353 and the PJ's Residential Anti-displacement and Relocation Assistance Plan? [24 CFR 92.504(c)(3)(v)(C) and 24 CFR 92.353]	
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:	

19.

<i>If the project contains 12 or more HOME-assisted units</i> , does the agreement specify the Davis-Bacon Labor requirements prescribed in 24 CFR 92.354 ? [24 CFR 92.504(c)(3)(v)(D)]	
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:	

20.

Does the agreement specify the conflict of interest provisions prescribed in 24 CFR 92.356(f) ? [24 CFR 92.504(c)(3)(v)(E)]	
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:	

21.

Does the agreement set forth all obligations the PJ imposes on the owner to meet the Violence Against Women Act (VAWA) requirements in accordance with 24 CFR 92.359 including <i>all</i> of the following: [24 CFR 92.504(c)(3)(v)(F) and 24 CFR 92.359]					
	File # 1:	File # 2:	File # 3:	File # 4:	File # 5:
Notice requirements?	<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
Obligations under emergency transfer plan?	<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
Bifurcation of lease requirements?	<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
Imposition of all VAWA requirements for the duration of the HOME 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
Describe Basis for Conclusion:					

22.

Does the agreement specify the records that must be maintained and the information or reports that must be submitted to assist the PJ in meeting its record keeping and reporting requirements? [24 CFR 92.504(c)(3)(vi)]	
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:	

23.

Does the agreement specify the reporting requirements (including copies of financial statements) to enable the PJ to determine the financial condition and continued financial viability of the project? [24 CFR 92.504(c)(3)(vi)]	
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:	

24.

Does the agreement specify remedies for breach of the agreement? [24 CFR 92.504(c)(3)(vii)]	
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 agreement specify that the owner, developer, or sponsor cannot request disbursement of funds under the agreement until funds are needed for payment or eligible costs <u>and</u> such requests are limited to the amount needed? [24 CFR 92.504(c)(3)(viii)]	
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:	

26.

<i>If the PJ is providing set-aside funds to a Community Housing Development Organization</i> , does the written agreement specify that the CHDO must own the property during development and for a period at least equal to the period of affordability? [24 CFR 92.504(c)(3)(x)]	
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:	

27.

<i>If the PJ is providing set-aside funds to a Community Housing Development Organization</i> , does the written agreement specify that the CHDO, or an experienced project manager hired by the CHDO, must oversee all aspects of the development process in accordance with 24 CFR 92.300 ? [24 CFR 92.504(c)(3)(x)]	
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:	

28.

<p><i>If the CHDO is a “sponsor” and the limited partnership or limited liability company agreement permits removal of the CHDO as general partner or sole managing member of the organization, does the written agreement specify that the CHDO may only be removed as general partner or sole managing member for cause and must be replaced with another CHDO in accordance with 24 CFR 92.300(a)(4)(i)?</i></p> <p>[24 CFR 92.504(c)(3)(x)]</p>	
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:	

29.

<i>If the owner, developer or sponsor is a Community Housing Development Organization (CHDO) and is receiving CHDO operating assistance in accordance with 24 CFR 92.208, does the agreement include:</i> [24 CFR 92.504(c)(3)(x) and 24 CFR 92.504(c)(6)]					
	File #1:	File #2:	File #3:	File #4:	File #5:
Description of allowable operating costs?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Provision that the CHDO is expected to receive CHDO set-aside funds for a specific project within 24 months of the date of receiving CHDO operating funds?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
The terms and conditions upon which the expectation for receiving CHDO set-aside funds is based?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Describe Basis for Conclusion:					

30.

<i>If the owner, developer or sponsor is a Community Housing Development Organization (CHDO) and is receiving project-specific technical assistance and site control loans in accordance with 24 CFR 92.301(a), does the agreement specify:</i> [24 CFR 92.504(c)(3)(x) and 24 CFR 92.504(c)(7)]					
	File #1:	File #2:	File #3:	File #4:	File #5:
Allowable costs including costs necessary to determine project feasibility; consulting fees; costs of preliminary financial applications; legal, architectural and engineering fees; engagement of a development team; option to acquire property; site control; title clearance?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Repayment is required unless PJ waives repayment due to impediments to project development that the PJ determines are reasonably beyond the control of the borrower?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Describe Basis for Conclusion:					

31.

<i>If the owner, developer or sponsor is a Community Housing Development Organization (CHDO) and is receiving project-specific seed money loans in accordance with 24 CFR 92.301(b), does the agreement specify: [24 CFR 92.504(c)(3)(x) and 24 CFR 92.504(c)(7)]</i>					
	File #1:	File #2:	File #3:	File #4:	File #5:
Allowable costs including but not limited to costs of obtaining firm construction loan commitments, architectural plans and specifications, zoning approvals, engineering studies, and legal fees?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Repayment is required unless PJ waives repayment due to impediments to project development that the PJ determines are reasonably beyond the control of the borrower?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Describe Basis for Conclusion:					

32.

Does the written agreement prohibit project owners from charging fees that are not customarily charged, (e.g., laundry room access fees)? [24 CFR 92.504(c)(3)(xi)]	
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:	

C. HOME SUBSIDY, SUBSIDY LAYERING

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)]	Did the HOME investment total at least \$1,000 per HOME-assisted 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:	

34.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Was the amount of HOME funds 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:		

35.

Was the HOME assistance provided in an eligible form of investment (i.e., interest-bearing or non-interest-bearing loan or advance, deferred payment loan, grant, or other form of assistance HUD approved 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:		

36.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Did the PJ conduct a subsidy layering and underwriting review to determine that it did not invest any more HOME funds than necessary to provide quality affordable housing that is financially viable for a reasonable period (at a minimum, the period of affordability) and that will not provide a profit or return on the owner's or developer's investment that exceeds the PJ's established standards for the size, type, and complexity of the project? [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:		

37.

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.508]					
<input type="checkbox"/> Yes <input type="checkbox"/> No	HOME subsidy was at or below the applicable HOME subsidy limits?	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
	HOME subsidy was provided in an eligible form?	<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
	Subsidy layering review was completed?	<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:						

D. COST ALLOCATION

NOT REVIEWED DURING MONITORING – Check all that apply:

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

38.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	<i>If fewer than 100% of the units are HOME-assisted or the project is a mixed-use property that includes commercial space, did the PJ determine the actual HOME-eligible development costs of the HOME-assisted units?</i> [24 CFR 92.205(d)(1)]	
<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:		

39.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Were any HOME-ineligible costs subtracted from the total development cost to determine the total HOME-eligible development costs? [24 CFR 92.205(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:		

40.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	<i>If the PJ determined the actual costs of the HOME-assisted units by prorating the total HOME-eligible development costs of the project, are the units comparable in terms of bedroom size, square footage and level of amenities?</i> [24 CFR 92.205(d)]					
<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:						

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 document <u>all</u> of the following: [24 CFR 92.508(a)(3)]					
<input type="checkbox"/> Yes <input type="checkbox"/> No	HOME subsidy was at or below the applicable HOME subsidy limits?	File # 1:	File # 2:	File # 3:	File # 4:	File # 5:
		<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
	If not all units in the project were HOME-assisted, cost allocation was performed to determine the actual costs?	<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
	Subsidy layering review was completed?	<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:						

E. ELIGIBLE/REASONABLE COSTS

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)]	Were all project costs paid with HOME funds eligible? [24 CFR 92.206 (eligible project costs), 24 CFR 92.213 (public housing), 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:		

43.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	<i>If HOME funds paid for costs incurred up to 24 months before the date the HOME funds were committed to the project, were those costs limited to architectural, engineering or related professional services required to prepare plans, drawings, specifications or work write-ups, and did the PJ expressly permit the use of HOME funds for such costs in the written agreement?</i> [24 CFR 92.206(d)(1)]	
<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:		

44.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	<i>If HOME funds were used to refinance existing debt secured by the housing project, was the refinancing part of the rehabilitation of the project and necessary to permit or continue affordability?</i> [24 CFR 92.206(b)(2)]	
<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:		

45.

<p>Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]</p>	<p><i>If HOME funds were used to refinance existing debt secured by the housing project</i>, did the PJ follow its refinancing guidelines that, at a minimum, require all the following were met: [24 CFR 92.206(b)(2)]</p>					
<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		File # 1:	File # 2:	File # 3:	File # 4:	File # 5:
	<p>Rehabilitation is the primary activity as demonstrated by the project meeting the PJ's minimum level of rehabilitation per unit, or the required ratio between rehabilitation and refinancing?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
	<p>The review of management practices demonstrates that:</p> <ul style="list-style-type: none"> • Disinvestment in the property did not occur • The long-term needs of the project could be met, • Project could feasibly serve the targeted population over an extended affordability period? 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
	<p>The new investment was made to maintain current affordable units, create additional affordable units, or both?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
	<p>The required period of affordability is at least 15 years or longer as specified in the guidelines?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
	<p><i>If applicable</i>, the project is located within the defined geographic area, specified by the PJ's guidelines?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
	<p>The HOME funds were not used to refinance any single-family or multi-family housing loans made or insured by any Federal program, including CDBG?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>Describe Basis for Conclusion:</p>						

46.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Did the PJ adequately document the source and application of HOME funds? [2 CFR 200.302 and 2 CFR 200.405]	
<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:		

47.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Did the PJ review and approve written cost estimates for construction or rehabilitation and determine that costs are reasonable? [24 CFR 92.251(a)(2)(iv) (new construction) or 24 CFR 92.251(b)(2) (rehabilitation)]	
<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:		

48.

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 <u>all</u> the following: [24 CFR 92.508(a)(3)(ii)]					
<input type="checkbox"/> Yes <input type="checkbox"/> No		File # 1:	File # 2:	File # 3:	File # 4:	File # 5:
	Eligible use of HOME funds?	<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
	Costs are 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
Source and application of HOME funds?	<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	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:						

F. PROPERTY REQUIREMENTS

NOT REVIEWED DURING MONITORING – Check all that apply:

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

49.

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]	
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.

If HOME funds were used to develop or rehabilitate a property located within the Special Flood Hazard Area (SFHA), did the property comply with flood insurance protection? (Use Exhibit 27-1, <i>Guide for Review of Flood Insurance Protection</i> to answer this question.) [24 CFR 92.352]	
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:	

51.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Did the PJ impose the correct affordability period based on the amount of HOME investment and type of activity undertaken? [24 CFR 92.252(e)]	
<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:		

52.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Was the affordability period imposed using a deed restriction, covenant running with the land, use restriction, or other mechanism approved by HUD in writing? [24 CFR 92.252(e)]	
<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:		

Unit Designation

53.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Does the written agreement with the owner designate the project's HOME-assisted units as fixed or floating? [24 CFR 92.252(j)]	
<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:		

54.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	<i>If the units are floating</i> , are the units comparable in terms of size, features and number of bedrooms? [24 CFR 92.252(j)]		
<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:			

55.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Were the specific HOME assisted units identified no later than the time of initial unit occupancy? [24 CFR 92.252(j)]	
<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:		

HOME Rents

56.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Did the project's initial rent schedule meet the HOME requirements (i.e., rents no greater than the high HOME rents, and in projects with 5 or more HOME-assisted units, at least 20% of the HOME units have rents no higher than the low HOME rent)? [24 CFR 92.252(a) and (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:		

57.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	<i>If the project includes SRO units that have neither sanitary nor food preparation facilities or one but not both, does the maximum rent not exceed 75% of the FMR for a zero-bedroom unit?</i> [24 CFR 92.252(c)]	
<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:		

58.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Did the PJ review and approve the initial project rents? [24 CFR 92.252(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:		

59.

Does the PJ have policies and procedures to comprehensively implement this requirement and its established maximum monthly allowance for utilities and services which was annually updated? [24 CFR 92.504(a)]	<i>If the tenants will pay utilities</i> , did the PJ use the HUD Utility Schedule Model or otherwise determine the utility allowance for the project based on the type of utilities used at the project? [24 CFR 92.252(d)(1)]	
<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:		

60.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	<i>If tenants will pay utilities and services</i> , did the PJ subtract the utility allowance from the maximum rent to determine the initial project rents? [24 CFR 92.252(d)(2)]	
<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:		

Tenant Selection

61.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Has the project owner adopted written tenant selection policies and criteria that address <u>all</u> of the following: [24 CFR 92.253(d)]					
		File # 1:	File # 2:	File # 3:	File # 4:	File # 5:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Limits housing to very low- and low-income households?	<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
	If permitted in its written agreement with the PJ, (and only if described in the PJ’s consolidated plan), limits eligibility or gives preference to a particular population in accordance with 24 CFR 92.253(d)(3) ?	<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
	Does not exclude an applicant because the applicant is a holder of a certificate or voucher under the Section 8 Tenant-based assistance or Housing Choice Voucher program, or comparable HOME TBRA document?	<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
	Provides for the selection of tenants from a written waiting list in the chronological order of their application insofar as is practicable?	<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
	Gives applicants prompt written notification of rejection and the reason for rejection?	<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
	Complies with VAWA requirements prescribed in 24 CFR 92.359 ?	<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:						

Lease Requirements

62.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Is the lease to be used in the project free of <u>all</u> of the following prohibited lease terms: [24 CFR 92. 253(b)]					
<input type="checkbox"/> Yes <input type="checkbox"/> No		File # 1:	File # 2:	File # 3:	File # 4:	File # 5:
	Agreement to be sued, admit guilt, or judgement in favor of landlord in a lawsuit over the lease?	<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
	Treatment of property (ability to take, hold or sell property of household without notice to tenant or court decision unless tenant has moved out and state law allows)?	<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
	Excusing owner from responsibility for any action?	<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
	Waiver of notice of lawsuit?	<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
	Waiver of legal proceedings relating to eviction?	<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
	Waiver of jury trial?	<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
	Waiver of right to appeal court decision?	<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
	Tenant chargeable with cost of legal action regardless of outcome?	<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
	Mandatory supportive services other than a tenant in transitional 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
Describe Basis for Conclusion:						

63.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	<i>If the date of the HOME funding commitment for the project was after December 16, 2016, did the project's lease incorporate the VAWA lease addendum required in accordance with 24 CFR 92.359(e)?</i> [24 CFR 92.253(a)]				
<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:					

64.

Does the project file include records that document <i>all</i> the following: [24 CFR 92.508(a)(3)]					
	File # 1:	File # 2:	File # 3:	File # 4:	File # 5:
Period of affordability imposed on the project?	<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
Project meets initial rent requirements?	<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
Lease does not include prohibited provisions?	<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:					

G. PROPERTY STANDARDS

NOT REVIEWED DURING MONITORING – Check all that apply:

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

New Construction

Instructions: For new construction activities, the monitor should complete this section as well as the *Disaster Mitigation* and *Broadband* sections below, if applicable.

NOT APPLICABLE –PJ does not have new construction rental projects

65.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	<u>At completion</u> , did the final inspection indicate that the property met the PJ’s property standards? [24 CFR 92.251(a)]	
<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:		

66.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Did the PJ ensure the construction contract(s) and documents adequately describe the work to be performed so that inspections can be conducted? [24 CFR 92.251(a)(2)(iv)]	
<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:		

67.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Did the PJ conduct progress inspections during development to ensure work met applicable codes, the construction contract and construction documents? [24 CFR 92.251(a)(2)(v)]		
<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:			

68.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	<i>At completion</i> , did the PJ conduct a final inspection of the project? [24 CFR 92.251(a)(2)(v) and 24 CFR 92.504(d)(1)(i)]		
<input type="checkbox"/> Yes <input type="checkbox"/> No	File # 1:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Inspection Date:
	File # 2:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Inspection Date:
	File # 3:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Inspection Date:
	File # 4:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Inspection Date:
	File # 5:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Inspection Date:
Describe Basis for Conclusion:			

69.

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 inspections were conducted during development and upon completion of the project? [24 CFR 92.508(a)(3)(iv)]	
<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:		

Rehabilitation

Instructions: For rehabilitation activities, the monitor should complete this section as well as the *Disaster Mitigation* and *Broadband* sections below, if applicable.

NOT APPLICABLE –PJ did not use HOME funds for rehabilitation of rental projects.

70.

Does the PJ have written rehabilitation standards that sufficiently detail the methods, materials, and requirements that the housing must meet upon project completion including each of the following:	
a. Health and Safety? [24 CFR 92.251(b)(1)(i)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Major systems? [24 CFR 92.251(b)(1)(ii)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Lead-based paint? [24 CFR 92.251(b)(1)(iii)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Accessibility? [24 CFR 92.251(b)(1)(iv)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Disaster mitigation (if applicable)? [24 CFR 92.251(b)(1)(vi)]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
f. State and local codes, ordinances and zoning requirements? [24 CFR 92.251(b)(1)(vii)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Minimum deficiencies that must be corrected based on inspectable items and areas in HUD’s Uniform Physical Condition Standards? [24 CFR 92.251(b)(1)(viii)]	<input type="checkbox"/> N/A *HUD has not yet issued guidance on the minimum deficiencies that must be corrected under a PJ’s rehabilitation standards.
Describe Basis for Conclusion:	

71.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	<i>If the project consists of 26 or more total units</i> , did the PJ determine the useful life of major systems through a capital needs assessment? [24 CFR 92.251(b)(1)(ii)]	
<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:		

72.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	<i>For projects with less than 26 total units</i> , did the PJ estimate (based on age and condition) the remaining useful life of each major system upon project completion? [24 CFR 92.251(b)(1)(ii)]	
<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:		

73.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	<i>If the remaining useful life a major system is less than the applicable period of affordability</i> , did the PJ ensure that a replacement reserve was established, and monthly payments are made to the reserve that are adequate to repair or replace the system(s) as needed? [24 CFR 92.251(b)(1)(ii)]	
<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:		

74.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Did the PJ determine construction documents adequately describe the rehabilitation scope to be performed so that inspections can be conducted to determine compliance with the PJ's rehabilitation standards? [24 CFR 92.251(b)(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:			

75.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Did the PJ conduct an initial property inspection to identify the deficiencies that must be addressed during the rehabilitation? [24 CFR 92.251(b)(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:			

76.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Did the PJ conduct progress inspections to determine work was done in accordance with work write-ups? [24 CFR 92.251(b)(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:			

77.

Did the project comply with the lead-based paint requirements of 24 CFR part 35 ? (Use Exhibit 24-1, <i>Guide for Review of Lead-Based Paint Compliance in Properties Receiving Federal Rehabilitation Assistance</i> to answer this question). [24 CFR 92.251(b)(1)(iii)]	
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.	

78.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	<i>At completion</i> , did the PJ conduct a final inspection of the work? [24 CFR 92.251(b)(3) and 24 CFR 92.504(d)(1)(i)]		
<input type="checkbox"/> Yes <input type="checkbox"/> No	File # 1:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Inspection Date:
	File # 2:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Inspection Date:
	File # 3:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Inspection Date:
	File # 4:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Inspection Date:
	File # 5:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Inspection Date:
Describe Basis for Conclusion:			

79.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	<i>At completion</i> , did the final inspection indicate that the property met the PJ's property standards? [24 CFR 92.251(b)(1)]		
<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:			

80.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Do records indicate that the work was performed in conformance with the PJ's written rehabilitation standards? [24 CFR 92.251(b)(1) and 24 CFR 92.508(a)(3)(iv)]	
<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:		

81.

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 the inspections were conducted prior to, during, and upon completion of the rehabilitation? [24 CFR 92.508(a)(3)(iv)]	
<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:		

Acquisition

NOT APPLICABLE –PJ did not use HOME funds for acquisition.

82.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Did the PJ determine that existing rental housing newly constructed or rehabilitated within 12 months of the date of commitment, met the applicable property standards of 24 CFR 92.251(a) or (b) by reviewing the approved building plans and certificate of occupancy, and inspecting the project no earlier than 90 days before the commitment of HOME funds for acquisition? [24 CFR 92.251(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:		

83.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Did the PJ determine that existing rental housing that was not newly constructed or rehabilitated within the past 12 months met the rehabilitation standards of 24 CFR 92.251(b) by inspecting the property no earlier than 90 days before the commitment of HOME funds? (Note: if the property did not meet the standards in 24 CFR 92.251(b) , the property cannot be acquired with HOME funds unless it is rehabilitated to meet 24 CFR 92.251(b)) [24 CFR 92.251(c)(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:		

Disaster Mitigation

NOT REVIEWED DURING MONITORING – Check all that apply:

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

84.

<i>Where applicable</i> , did the property meet the disaster mitigation requirements? [24 CFR 92.251(a)(2)(iii) (new construction) or 24 CFR 92.251(b)(1)(vi) (rehabilitation)]	
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:	

Broadband

NOT REVIEWED DURING MONITORING – Check all that apply:

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

NOT APPLICABLE - HOME Funds were committed prior to January 19, 2017.

85.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	<i>If the HOME funds were committed to the project after January 19, 2017 and the project involves new construction or substantial rehabilitation (as defined in 24 CFR 5.100) of a building with more than 4 rental units</i> , did the construction include the installation of broadband infrastructure, as the term is defined in 24 CFR 5.100 ? [24 CFR 251(a)(2)(vi)]	
<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:		

86.

<p>Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]</p>	<p><u><i>If the HOME funds were committed to the project after January 19, 2017, and the project did not include broadband infrastructure, did the PJ determine:</i></u></p> <p><u>For new construction projects:</u></p> <ul style="list-style-type: none"> • The location of the project makes installation of broadband infrastructure infeasible, or • The cost of installing the infrastructure would result in a fundamental alteration of the PJ’s program or activity, or in an undue financial burden? <p>[24 CFR 92.251(a)(2)(vi)]</p> <p><u>For substantial rehabilitation (as defined in 24 CFR 5.100) of a building with more than 4 rental units:</u></p> <ul style="list-style-type: none"> • The location of the substantial rehabilitation makes installation of broadband infrastructure infeasible, • The cost of installing broadband infrastructure would result in a fundamental alteration in the nature of the PJ’s program or activity, or in an undue financial burden, or • The structure of the housing to be substantially rehabilitated makes installation of broadband infrastructure infeasible. <p>[24 CFR 92.251(b)(1)(x)]</p>	
<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>File # 1:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
	<p>File # 2:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
	<p>File # 3:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
	<p>File # 4:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
	<p>File # 5:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>Describe Basis for Conclusion:</p>		

H. PROCUREMENT AND CONTRACTOR OVERSIGHT (if applicable)

Instructions: If the PJ procured the services of a contractor to administer its rental development 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 – Procurement and Contractor Oversight not applicable to the PJ’s rental development program.

87.

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

I. PROJECT COMPLETION

NOT REVIEWED DURING MONITORING – Check all that apply:

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

88.

<p>Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]</p>	<p><i>If the project is complete, was the project completed within 4 years of the date the HOME funds were committed to the project?</i> [24 CFR 92.205(e)(2)]</p>	
<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	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
<p>Describe Basis for Conclusion:</p>		

89.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	Was all project completion 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:		

90.

Does the PJ have policies and procedures to comprehensively implement this requirement? [24 CFR 92.504(a)]	<i>If the project was not completed within 4 years of commitment</i> , did the PJ request an extension from HUD with all the required information listed in 24 CFR 92.205(e)(2) , (i.e., status of project, steps being taken to overcome any obstacles to completion, proof of adequate funding to complete project, and a schedule with milestones for completion), or repay the HOME funds to the PJ's HOME Investment Trust Fund? [24 CFR 92.205(e)(2)]		
<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:			

J. RECORD RETENTION

NOT REVIEWED DURING MONITORING

91.

Is the PJ retaining rental project records for five years after project completion? [24 CFR 92.508(c)(1)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:	

92.

Is the PJ retaining rental project written agreements 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:	