

Guide for Review of Contractor Written Agreements	
Name of Participating Jurisdiction (PJ):	
Staff Consulted:	
Name of HUD Reviewer(s):	Date of Review:

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

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

Instructions:

- This Exhibit is used to review the PJ's written agreement with a contractor for compliance with HOME regulatory requirements. A contractor is procured by the PJ to administer all or a portion of the PJ's HOME Program or otherwise provides goods and services to the PJ.
- Reviewers can use this Exhibit to review up to five contractor written agreements. 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 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 contractor file is noncompliant and why.

For Written Agreement File Reviews: Include the following information for each file reviewed. When completing the Exhibit questions that follow, include only the file number or contractor name as a reference to the file reviewed.

File#	Contractor Name	Amount of Contract	Total HOME Funds Drawn	Brief Description of Tasks Included in Contract
1.				
2.				
3.				
4.				
5.				

Questions:

1.

Is there a signed, dated written agreement executed by the PJ and the contractor? [24 CFR 92.504(b), 24 CFR 92.2]		
File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Written Agreement:
File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Written Agreement:
File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Written Agreement:
File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Written Agreement:
File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Written Agreement:
Describe Basis for Conclusion:		

2.

Does the written agreement describe the use of HOME funds, including the task(s) to be performed? (If "Yes", describe the use or uses of the HOME funds below.) [24 CFR 92.504(c)(4)(i)]	
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:	

3.

Does the written agreement specify the duration of the agreement (Generally the duration of the agreement should not exceed two years)? [24 CFR 92.504(c)(4)(i) and (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:	

4.

Is there a schedule for the completion of tasks that contains sufficient detail to enable the PJ to effectively monitor performance under the agreement? [24 CFR 92.504(c)(4)(i)]	
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.

Is there a budget for the project that contains sufficient detail to enable the PJ to effectively monitor performance under the agreement? [24 CFR 92.504(c)(4)(i)]	
File #1:	<input type="checkbox"/> Yes <input type="checkbox"/> No
File #2:	<input type="checkbox"/> Yes <input type="checkbox"/> No
File #3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
File #4:	<input type="checkbox"/> Yes <input type="checkbox"/> No
File #5:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:	

6.

<i>If the contractor is administering all or a portion of the PJ's HOME program, does the agreement provide that:</i> [24 CFR 92.504(c)(4)(ii)]					
	File #1:	File #2:	File #3:	File #4:	File #5:
a. The contractor is subject to the requirements in Part 92 that are applicable to the PJ (excluding 24 CFR 92.505 and 24 CFR 92.506 , which do not apply to the contractor)?	<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
b. The contractor cannot assume the PJ's responsibilities for environmental review, decision-making, and action under 24 CFR 92.352 ?	<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:					

7.

<i>If the contractor is administering only a portion of the PJ's program, does the agreement list the requirements applicable to the activities that the contractor is administering (excluding 24 CFR 92.505 and 24 CFR 92.506 which do not apply to the contractor)?</i> [24 CFR 92.504(c)(4)(ii)]	
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:	

8.

<i>If applicable to the work under the contract</i> , does the agreement set forth all obligations the PJ imposes on the contractor in order to meet the Violence Against Women Act (VAWA) requirements: [24 CFR 92.359]					
	File #1:	File #2:	File #3:	File #4:	File #5:
a. Notice obligations?	<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
b. Obligations under the emergency transfer plan?	<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
c. Bifurcation of lease requirements?	<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
d. Development of VAWA lease or lease addendum?	<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:					

9.

<i>For HOME assisted rental housing for which the written agreement was executed on or after December 16, 2016</i> , does the written agreement state VAWA requirements apply to the owner of the housing for the duration of the affordability period? [24 CFR 92.504(c)(4)(ii)]	
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:	