

Guide for Review of S+C Housing			
Name of Grantee:			
Staff Consulted:			
Name(s) of Reviewer(s)		Date	

**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. All other questions (questions that do not contain the citation for the requirement) do not address requirements, but are included to assist the reviewer in understanding the grantee's program more fully and/or to identify issues that, if not properly addressed, could result in deficient performance. Negative conclusions to these questions may result in a "concern" being raised, but not a "**finding.**"

**Instructions:** This Exhibit is designed to review the quality of the housing, including habitability standards, client supervision, due process for terminations, and client rent calculations. Follow the sampling guidance in Section 12-3 of the introduction to this Chapter. This same sample of files can also be used for answering the monitoring questions in Exhibit 12-3, "Guide for Review of S+C Clients."

**Questions:**

1.

[OS] For any units inspected, were the habitability standards met and was there evidence that the appropriate entity inspects the units annually? [24 CFR 582.305(a)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>Describe Basis for Conclusion:</b>			

2.

Review the S+C grantee's client records (excluding S+C SRO), which show the amount of monthly/yearly rent. In reviewing these rents against documented comparable rents in the area, are the rents reasonable? [24 CFR 582.305]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>Describe Basis for Conclusion:</b>			

3.

a. Does the grantee have procedures for termination and due process? [24 CFR 582.320]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>Describe Basis for Conclusion:</b>			

Exhibit 12-2  
Shelter Plus Care (S+C) Program

b. If clients have been terminated, does a review of the terminated client files show that the minimum due process requirements for termination were followed? [24 CFR 582.320]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
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**Describe Basis for Conclusion:**

4.

Are the rents being charged accurately calculated? [24 CFR 582.310 ; for SRO component: 24 CFR 882.805]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
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**Describe Basis for Conclusion:**

5.

Do the client files include the supporting documentation used in preparing the rent calculation forms? [24 CFR 582.310]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
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**Describe Basis for Conclusion:**

6.

Do the rent records indicate that the rents are re-examined at least annually? [24 CFR 582.310]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
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**Describe Basis for Conclusion:**