

Rural Housing and Economic Development (RHED) Program

Guide for Review of RHED Overall Project Progress			
Name of Program Participant:			
Grant Number(s):		NOFA Date(s):	
Date of Amendment(s):		Date Funds Obligated:	
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, approved application, contract 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 participant'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 evaluate the RHED program participant in accordance with the applicable Notice of Funding Availability (NOFA) requirements for the time period under review. It is a basic quantitative analysis of program progress based on the goals stated in the approved Grant Application in relation to the *award* date and the length of time the program has been in operation. All RHED program participants are given 36 months to **complete** their projects (additional time to carry out activities may be approved, however, through the project amendment process). Questions with an “[OS]” denote questions to be answered via on-site monitoring.

**Questions:**

1.

<p>[OS] If the grant was awarded for the purposes of establishing a new organization or project (capacity building), has the RHED program participant adhered to the activities proposed in the Grant Application? [Grant Agreement, Article I, Section A]</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A</p>
<p><b>Describe Basis for Conclusion:</b></p>	

2.

Was the grant awarded for the purpose of building the capacity of an Existing organization?	<input type="checkbox"/> <input type="checkbox"/> <b>Yes</b> <b>No</b>
<b>Describe Basis for Conclusion:</b>  	

3.

<b>[OS]</b> For the activities in the approved Grant Application, has the RHED program participant adhered to the anticipated schedule of completion for the period being reviewed? [Grant Agreement, Article V]	<input type="checkbox"/> <input type="checkbox"/> <b>Yes</b> <b>No</b>
<b>Describe Basis for Conclusion:</b>  	

4.

<b>[OS]</b> At the time of this review and considering the time frame of the grant, are the outcomes thus far equal to the projected proportional rate for the outcomes anticipated in the application? (In response below, provide outcome measures for: total units projected; total number of months of contract period; and number of months from date of executed grant agreement to date of the monitoring review.) [Grant Agreement, Article V]	<input type="checkbox"/> <input type="checkbox"/> <b>Yes</b> <b>No</b>
<b>Describe Basis for Conclusion:</b>  	

5.

<p><b>[OS]</b> a. At the time of this review, does the number of housing units constructed meet one or more of the following criteria:</p> <p>i. total # of housing units constructed in application _____.</p> <p>ii. proportional # of housing units constructed to date _____.</p> <p>iii. anticipated number of housing units constructed _____.</p> <p>iv. actual number of housing units constructed to date _____.</p> <p>[Grant Agreement, Article V]</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>Yes No N/A</b>
<p><b>Describe Basis for Conclusion:</b></p>   	

<p>b. Is “a.iv” above equal to or greater than “a.iii”? If not, why?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>Yes No N/A</b>
<p><b>Describe Basis for Conclusion:</b></p>   	

6.

<p><b>[OS]</b> a. Does the number of housing units rehabilitated that will be made available to low-to-moderate income participants meet one or more of the following criteria:</p> <p>i. total housing units rehabilitated in application _____.</p> <p>ii. proportional # of housing units rehabilitated of grant cycle to date _____.</p> <p>iii. anticipated # of housing units to be rehabilitated _____.</p> <p>iv. actual # of housing units rehabilitated to date _____.</p> <p>[Grant Agreement, Article V]</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>Yes No N/A</b>
<p><b>Describe Basis for Conclusion:</b></p>   	

b. Is “a.iv” above equal to or greater than “a.iii”? If not, why?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>Yes    No    N/A</b>
<b>Describe Basis for Conclusion:</b>	

7.

<b>[OS]</b> a. Does the number of jobs created meet one or more of the following criteria: i. total jobs created in application _____. ii. proportional # of jobs created of grant cycle to date _____. iii. anticipated # of jobs to be created _____. iv. actual # of jobs created to date _____. [Grant Agreement, Article V]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>Yes    No    N/A</b>
<b>Describe Basis for Conclusion:</b>	

b. Is “a.iv” above equal to or greater than “a.iii”? If not, why?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>Yes    No    N/A</b>
<b>Describe Basis for Conclusion:</b>	

8.

<p><b>[OS]</b> a. Does the percentage change in earnings as a result of employment for those participants meet one of more of the following criteria:</p> <ul style="list-style-type: none"> <li>i. total change in earnings as a result of employment in application _____.</li> <li>ii. proportional change in earnings as a result of employment of grant cycle to date _____.</li> <li>iii. anticipated change in earnings as a result of employment _____.</li> <li>iv. actual change in earnings as a result of employment to date _____.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>Yes    No    N/A</b>
<p>[Grant Agreement, Article V]</p> <p><b>Describe Basis for Conclusion:</b></p>	

<p>b. Is “a.iv” equal to or greater than “a.iii”? If not, why?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>Yes    No    N/A</b>
<p><b>Describe Basis for Conclusion:</b></p>	

9.

<p><b>[OS]</b> a. Does the number of participants trained meet one or more of the following criteria:</p> <ul style="list-style-type: none"> <li>i. total # of participants trained in application _____.</li> <li>ii. proportional # of participants trained of grant cycle to date _____.</li> <li>iii. anticipated # of participants trained _____.</li> <li>iv. actual # of participants trained to date _____.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>Yes    No    N/A</b>
<p>[Grant Agreement, Article V]</p> <p><b>Describe Basis for Conclusion:</b></p>	

b. Is "a.iv" equal to or greater than "a.iii"? If not, why?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>Yes No N/A</b>
<b>Describe Basis for Conclusion:</b>	

10.

<p><b>[OS]</b> a. Does the percentage of participants trained who find a job meet one or more of the following criteria:</p> <ul style="list-style-type: none"> <li>i. total percentage of participants trained who find a job in application _____.</li> <li>ii. proportional percentage of participants trained who find a job of grant cycle to date _____.</li> <li>iii. anticipated percentage of participants trained who find a job _____.</li> <li>iv. actual percentage of participants trained who find a job to date _____.</li> </ul> <p>[Grant Agreement, Article V]</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>Yes No N/A</b>
<b>Describe Basis for Conclusion:</b>	

b. Is "a.iv" equal to or greater than "a.iii"? If not, why?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>Yes No N/A</b>
<b>Describe Basis for Conclusion:</b>	

11.

<p><b>[OS]</b> a. Does the number of new businesses created meet one or more of the following criteria:</p> <ul style="list-style-type: none"> <li>i. total number of new businesses created in application _____.</li> <li>ii. proportional number of new businesses created of grant cycle to date _____.</li> <li>iii. anticipated number of new businesses created _____.</li> <li>iv. actual number of new businesses created to date _____.</li> </ul> <p>[Grant Agreement, Article V]</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>Yes    No    N/A</b>
<p><b>Describe Basis for Conclusion:</b></p>   	

<p>b. Is “a.iv” equal to or greater than “a.iii”? If not, why?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>Yes    No    N/A</b>
<p><b>Describe Basis for Conclusion:</b></p>   	

12.

<p><b>[OS]</b> a. Does the number of existing businesses assisted meet one or more of the following criteria:</p> <ul style="list-style-type: none"> <li>i. total number of existing businesses assisted _____.</li> <li>ii. proportional number of existing businesses assisted of grant cycle to date _____.</li> <li>iii. anticipated number of existing businesses assisted _____.</li> <li>iv. actual number of existing businesses assisted to date _____.</li> </ul> <p>[Grant Agreement, Article V]</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>Yes    No    N/A</b>
<p><b>Describe Basis for Conclusion:</b></p>   	

<p>b. Is “a.iv” equal to or greater than “a.iii”? If not, why?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>Yes    No    N/A</b>
<p><b>Describe Basis for Conclusion:</b></p>   	

13.

<p><b>[OS]</b> a. Does the annual estimated savings for low-income families as a result of energy efficiency improvements meet one or more of the following criteria:</p> <ul style="list-style-type: none"> <li>i. total estimated savings for low-income families as a result of energy efficiency improvements _____.</li> <li>ii. proportional estimated savings for low-income families as a result of energy efficiency improvements of grant cycle to date _____.</li> <li>iii. anticipated savings for low-income families as a result of energy efficiency improvements _____.</li> <li>iv. actual savings for low-income families as a result of energy efficiency improvements _____.</li> </ul> <p>[Grant Agreement, Article V]</p>	<table border="0"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>Yes</b></td> <td><b>No</b></td> <td><b>N/A</b></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<b>Yes</b>	<b>No</b>	<b>N/A</b>					
<p><b>Describe Basis for Conclusion:</b></p>							

<p>b. Is “a.iv” equal to or greater than “a.iii”? If not, why?</p>	<table border="0"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>Yes</b></td> <td><b>No</b></td> <td><b>N/A</b></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<b>Yes</b>	<b>No</b>	<b>N/A</b>					
<p><b>Describe Basis for Conclusion:</b></p>							

14.

<p><b>[OS]</b> a. Does the increase in program accomplishments as a result of capacity building assistance (e.g. number of employees hired or retained, efficiency or effectiveness of services provided); meet one or more of the following criteria:</p> <ul style="list-style-type: none"> <li>i. total increase in program accomplishments as a result of capacity building assistance _____.</li> <li>ii. proportional increase in program accomplishments as a result of capacity building assistance _____.</li> <li>iii. anticipated increase in program accomplishments as a result of capacity building assistance _____.</li> <li>iv. actual increase in program accomplishments as a result of capacity building assistance _____.</li> </ul> <p>[Grant Agreement, Article V]</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>Yes No N/A</b>
<p><b>Describe Basis for Conclusion:</b></p>   	

<p>b. Is “a.iv” equal to or greater than “a.iii”? If not, why?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>Yes No N/A</b>
<p><b>Describe Basis for Conclusion:</b></p>   	

15.

<p><b>[OS]</b> a. Does the increase in organizational resources as a result of assistance (e.g., dollars leveraged) meet one or more of the following criteria:</p> <ul style="list-style-type: none"> <li>i. total amount of dollars leveraged _____.</li> <li>ii. proportional number of dollars leveraged in grant cycle to date _____.</li> <li>iii. anticipated number of dollars leveraged _____.</li> <li>iv. actual amount of dollars leveraged _____.</li> </ul> <p>[Grant Agreement, Article V]</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>Yes No N/A</b>
<p><b>Describe Basis for Conclusion:</b></p>   	

b. Is "a.iv" equal to or greater than "a.iii"? If not, why?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Describe Basis for Conclusion:</b>			

16.

[OS] a. Have the management systems that were described in the Grant Application and/or amendment(s) been developed? [Grant Agreement, Article I, Section E]	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Yes</b>	<b>No</b>
<b>Describe Basis for Conclusion:</b>		

b. Has the program participant completed the management system?	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Yes</b>	<b>No</b>
<b>Describe Basis for Conclusion:</b>		

c. If grant period is not complete, is the progress reasonable? Describe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Describe Basis for Conclusion:</b>			

17.

[OS] a. Have the reporting systems that were proposed in the Grant Application and/or amendment(s) been developed? [Grant Agreement, Article V]	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Yes</b>	<b>No</b>
<b>Describe Basis for Conclusion:</b>		

b. Has the program participant completed the reporting system?	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Yes</b>	<b>No</b>	
<b>Describe Basis for Conclusion:</b>			

c. If grant period is not complete, is the progress reasonable? Describe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Describe Basis for Conclusion:</b>			

18.

<p><b>[OS]</b> If the RHED program participant received approval from HUD to conduct other activities, have these activities been implemented at the projected proportional rate that is stated in the original Grant Application and/or amendment(s)? [Grant Agreement, Article VIII, Section A, and Article V]</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Describe Basis for Conclusion:</b>			