

| CPD MONITORING SUMMARY FORM | | | |
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| Name of Program Participant: | | | |
| Name(s) of Reviewer(s): | | Date/Time of Exit Conference: | |
| Location: | | On-Site or Remote? | |

Instructions: This form is designed to summarize a monitoring and serve as the basis for the exit conference and the monitoring letter. It is recommended that the HUD reviewer fill out Section A of this the form as the review is being conducted.

A. MONITORING SUMMARY

1. PROGRAM(S)/TECHNICAL AREA(S) REVIEWED:
2. EXHIBITS USED (List Exhibit Number and Name/Subject Area):
3. AREAS NOT COVERED AND REASONS WHY (If applicable):
4. MONITORING CONCLUSIONS (Including technical assistance provided):
5. EXEMPLARY PRACTICES/PERFORMANCE (If applicable):
6. MONITORING FINDINGS (If any, list each one separately. Include the statutory, regulatory or other authority for the Finding, a summary of the basis for the Finding, proposed/required corrective action(s) and dates):
7. MONITORING CONCERNS (If any, list each one separately. Include a summary of the cause and suggested actions, if any):

B. EXIT CONFERENCE

1. NAMES AND TITLES OF HUD STAFF PARTICIPATING IN EXIT CONFERENCE:
2. NAMES AND TITLES OF PROGRAM PARTICIPANT STAFF IN ATTENDANCE:
3. DISCUSSION (Highlights, including areas of disagreement, if any):
4. AREAS OF FOLLOW-UP, IF APPLICABLE: