

Guide for Review of Beneficiary Written Agreements			
Name of Participating Jurisdiction (PJ):		Address:	
Staff Consulted:			
Agreement Date:		Contract Amount:	
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 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 review the PJ's written agreements for compliance with HOME regulatory requirements. It is divided into three sections: Homebuyer Agreements; Homeowner Agreements; and Tenant-Based Rental Assistance (TBRA) Agreements. Use the guidance in Section 7-4 in the introduction to this Chapter for sampling selection. A separate Exhibit is to be completed for each agreement reviewed.

Questions:

A. HOMEBUYER AGREEMENTS [24 CFR 92.504(c)(5)(i)]

1.

Do the homebuyer agreements reviewed conform to the requirements found at 24 CFR 92.254(a) for:				
a.	maximum sales prices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Yes	No	N/A
b.	principal residency requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Yes	No	N/A
c.	periods of affordability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Yes	No	N/A
d.	recapture/resale provisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Yes	No	N/A
Describe Basis for Conclusion:				

2.

Do the homebuyer agreements reviewed specify: [24 CFR 92.504(c)(5)(i)]				
a.	amounts of HOME funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Yes	No	N/A
b.	forms of HOME assistance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Yes	No	N/A
c.	uses of HOME funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Yes	No	N/A
d.	times by which the housing must be acquired?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Yes	No	N/A
Describe Basis for Conclusion:				

3.

Were the written agreements reviewed executed by the PJ and the homebuyers? [24 CFR 92.504(b)]				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Yes	No	N/A
Describe Basis for Conclusion:				

4.

Was the written agreement executed by the PJ and the homebuyer before the project was funded in IDIS? (Compare the dated signatures on the written agreement to the Initial Funding Date on the View Activity Screen in IDIS.) [24 CFR 92.502(b)]				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Yes	No	N/A
Describe Basis for Conclusion:				

B. HOMEOWNER AGREEMENTS [24 CFR 92.504(c)(5)(ii)]

5.

If applicable, do the homeowner agreements reviewed conform to the requirements found at 24 CFR 92.254:				
a.	maximum after-rehabilitation values?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Yes	No	N/A
b.	principal residency requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Yes	No	N/A
Describe Basis for Conclusion:				

6.

Do the homeowner agreements reviewed specify amounts and forms of HOME funding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

7.

Were the written agreements reviewed executed by the PJ and the homeowners? [24 CFR 92.504(b)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

8.

Was the written agreement executed by the PJ and the homeowner before the project was funded in IDIS? (Compare the dated signatures on the written agreement to the activity funding date showing in IDIS.) [24 CFR 92.502(b)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

C. TENANT-BASED RENTAL ASSISTANCE (TBRA) AGREEMENTS
[24 CFR 92.504(c)(5)(iii)]

9.

Do the rental assistance/security deposit contracts reviewed conform to 24 CFR 92.209 regarding TBRA eligible costs and requirements and to 24 CFR 92.253 regarding tenant and participant protections)? [24 CFR 92.209 and 24 CFR 92.253]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

10.

Were the written agreements reviewed executed by the PJ and the TBRA recipients? [24 CFR 92.504(b)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

11.

Was the written agreement executed by the PJ and the TBRA recipient before the project was funded in IDIS? (Compare the dated signatures on the written agreement to the activity funding date showing in IDIS.) [24 CFR 92.502(b)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion:			