Guide for Review of State Recipient Written Agreements			
Name of Participating Jurisdiction (PJ):			
Staff Consulted:			
State Recipient:		**Agreement Date:**	
		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 to be used to review the State PJ's written agreement with State Recipients for compliance with HOME regulatory requirements**.** Follow the sampling guidance in Section 7-4 of the introduction to this Chapter.

Questions:

1.

Was the written agreement executed by the State PJ and the State Recipient? [24 CFR 92.504(b)]	☐ Yes ☐ No ☐ N/A
Describe Basis for Conclusion:	

2.

Did the PJ execute the written agreement with the subrecipient before entering the subgrant into IDIS? (Compare the dated signatures on the written agreement to the "Date Awarded" on the "View Subgrant" screen in IDIS.) [24 CFR 92.502(b)]	☐ Yes ☐ No ☐ N/A
Describe Basis for Conclusion:	

3.

Does the written agreement describe the use of HOME funds? [24 CFR 92.504(c)(1)(i)]	☐ Yes ☐ No ☐ N/A
Describe Basis for Conclusion:	

4.

Is there a schedule for the completion of tasks? [24 CFR 92.504(c)(1)(i)]	☐ Yes ☐ No ☐ N/A
Describe Basis for Conclusion:	

5.

Is there a budget for the project? [24 CFR 92.504(c)(1)(i)]	☐ Yes ☐ No ☐ N/A
Describe Basis for Conclusion:	

6.

Do the statement of work, schedule, and budget contain sufficient detail to provide a basis for the State PJ to effectively monitor performance under the agreement? [24 CFR 92.504(c)(1)(i)]	☐ Yes ☐ No ☐ N/A
Describe Basis for Conclusion:	

7.

Does the agreement require housing assisted with HOME funds to meet the affordability requirements of 24 CFR 92.252 or 24 CFR 92.254, as applicable? [24 CFR 92.504(c)(1)(ii)]	☐ Yes ☐ No ☐ N/A
Describe Basis for Conclusion:	

8.

Does the agreement require the repayment of funds by the State Recipient if the housing does not meet the affordability requirements for the specified time period? [24 CFR 92.504(c)(1)(ii)]	Yes No N/A
Describe Basis for Conclusion:	

9.

Does the agreement state if program income is to be remitted to the State or retained by the State Recipient to carry out additional eligible activities? [24 CFR 92.504(c)(1)(iii)]	Yes No N/A
Describe Basis for Conclusion:	

10.

Does the agreement require the State Recipient to comply with applicable uniform administrative requirements, as described in 24 CFR 92.505? [24 CFR 92.504(c)(1)(iv)]	Yes No N/A
Describe Basis for Conclusion:	

11.

Does the agreement require compliance with all HOME project requirements in 24 CFR 92, Subpart F, as applicable in accordance with the type of project assisted? [24 CFR 92.504(c)(1)(v)]	Yes No N/A
Describe Basis for Conclusion:	

12.

Does the agreement require the State Recipient to carry out each activity in compliance with all Federal laws and regulations described in 24 CFR Part 92, Subpart H (except that, under 24 CFR 92.352, the State Recipient does not assume the State's responsibilities for the release of funds and 24 CFR 92.357 does not apply because the intergovernmental review process does not apply to the State Recipient)? [24 CFR 92.504(c)(1)(vi)]	Yes No N/A
Describe Basis for Conclusion:	

13.

If the HOME funds will be used for housing containing 5 or more HOME assisted units, does the agreement specify the State Recipient's affirmative marketing responsibilities under 24 CFR 92.351? [24 CFR 92.504(c)(1)(vii)]	Yes No N/A
Describe Basis for Conclusion:	

14.

Does the agreement between the State PJ and the State recipient specify that:	
a. the State recipient may not request disbursement of HOME funds under this agreement until the funds are needed for payment of eligible costs? [24 CFR 92.504(c)(1)(viii)]	Yes No N/A
b. the amount of each request does not exceed the amount needed? [24 CFR 92.504(c)(1)(viii)]	Yes No N/A
c. program income must be disbursed before the State recipient requests HOME funds from the State? [24 CFR 92.504(c)(1)(viii)]	Yes No N/A
Describe Basis for Conclusion:	

15.

Does the agreement specify the particular records that must be maintained and the information or reports that must be submitted in order to assist the State PJ in meeting its recordkeeping and reporting requirements? [24 CFR 92.504(c)(1)(ix)]	Yes No N/A
Describe Basis for Conclusion:	

16.

If the State Recipient will be the owner of the affordable housing at completion, does the agreement provide for a means of enforcement of affordable housing requirements by the State PJ for the intended beneficiaries? [24 CFR 92.504(c)(1)(x)]	Yes No N/A
Describe Basis for Conclusion:	

17.

If the housing is rental housing, are the affordability requirements in 24 CFR 92.252 enforced by deed restriction? [24 CFR 92.504(c)(1)(x)]	Yes No N/A
Describe Basis for Conclusion:	

18.

Does the agreement specify remedies for breach of the HOME requirements? [24 CFR 92.504(c)(1)(x)]	Yes No N/A
Describe Basis for Conclusion:	

19.

Does the agreement specify that, in accordance with 24 CFR 85.43, suspension or termination may occur if the State Recipient materially fails to comply with any term of the agreement? [24 CFR 92.504(c)(1)(x)]	Yes No N/A
Describe Basis for Conclusion:	

20.

If the State Recipient provides funds to for-profit owners or developers, nonprofit owners or developers, subrecipients, homeowners, homebuyers, tenants receiving tenant-based rental assistance, or contractors who are providing services to the State Recipient, does that State Recipient have a written agreement with such entities, which meets the applicable requirements of 24 CFR 92.504(c)? [24 CFR 92.504(c)(1)(xi)]	Yes No N/A
Describe Basis for Conclusion:	