

<b>Guide for Review of HPRP-Assisted Housing</b>			
<b>Name of Grantee:</b>			
<b>Staff Consulted:</b>			
<b>Project Name/Number:</b>			
<b>Name(s) of Reviewer(s)</b>		<b>Date</b>	

**NOTE:** All questions that address requirements contain the citation for the source of the requirement (statute, regulation, 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 housing assistance provided, including meeting habitability standards. Follow guidance on program participant file sampling in Section 8-3.C in the introductory text to this Chapter as well as Section 2-7.C in Chapter 2 of this Handbook. This same sample of files can also be used for Exhibit 8-3, "Guide for Review of HPRP Financial Assistance and Housing Relocation and Stabilization Services."

**Questions:**

1.

Do the records indicate that rental assistance paid for the unit(s) does not exceed actual rental cost and that the actual rental cost(s) is/are in compliance with HUD's standard for rent reasonableness? [HPRP Notice – Section IV. Requirements for Funding (A) Eligible Activities (1) Financial Assistance (a) Rental Assistance (4)]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes    No    N/A
<b>Describe Basis for Conclusion:</b>	

2.

When HPRP funds were used to assist program participants with financial assistance in a unit into which they were moving, is there evidence that the units were inspected prior to occupancy and that the habitability standards were met? [HPRP Notice – Section VII. Other Federal Requirements (C) Habitability Standards and HPRP Notice – Appendix C]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes    No    N/A
<b>Describe Basis for Conclusion:</b>	

3.

Does the grantee have a written termination policy and provide a formal process that recognizes the rights of individuals receiving assistance to due process of law? [HPRP Notice – Section V. Post-Award Process Requirements (E) Termination of Housing Assistance]	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">N/A</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Yes	No	N/A					
<b>Describe Basis for Conclusion:</b>   							

4.

If program participants have been terminated from receiving housing assistance, does a review of their files reveal that the minimum due process requirements for termination were followed? [HPRP Notice – Section V. Post-Award Process Requirements (E) Termination of Housing Assistance]	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">N/A</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Yes	No	N/A					
<b>Describe Basis for Conclusion:</b>   							