

Guide for Review of HPRP Overall Grant Management			
Name of Program Participant:			
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, 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 Homelessness Prevention and Rapid Re-Housing Program (HPRP) grantee's management systems and HPRP administration. HUD reviewers should select a sample of files and records, as appropriate, following the sampling instructions in Section 8-3.C in the introductory text to this Chapter. A combination of the information in the file documentation and program participant staff interviews is to be used to answer the questions below.

Questions:

1.

Does the grantee have a management plan or standard operating procedures (SOP) for ensuring that HPRP funds are used in accordance with all program requirements?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion:	

2.

Are the duties for administrative personnel defined by job descriptions that reflect eligible HPRP administrative costs? [HPRP Notice – Section IV. Requirements for Funding (A) Eligible Activities (4) Administrative Costs]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion:	

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3.

<p>Does a review of costs reveal that staff who are paid with HPRP funds are working on HPRP activities? [HPRP Notice – Section VII. Other Federal Requirements (G) Uniform Administrative Requirements, and 24 CFR 85.20, 85.22, and OMB Circular A-87, Attachment B(8)]</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A</p>
<p>Describe Basis for Conclusion:</p>	

4.

<p>Are there procedures in place to ensure that the grantee is in compliance with the conflict of interest requirements of the HPRP Notice? [HPRP Notice – Section VII. Other Federal Requirements (A) Conflicts of Interest]</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A</p>
<p>Describe Basis for Conclusion:</p>	

5.

<p>Does the file documentation reviewed indicate disbursements of HPRP funds only for carrying out activities eligible under the four categories (financial assistance, housing relocation and stabilization services, data collection and evaluation, and administrative costs)? [HPRP Notice – Section IV. Requirements for Funding (A) Eligible Activities, Section VII. Other Federal Requirements (G) Uniform Administrative Requirements and 24 CFR 85.20]</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A</p>
<p>Describe Basis for Conclusion:</p>	

6.

<p>Has the grantee shared a reasonable and appropriate amount of administrative funds with its subgrantees? [HPRP Notice – Section IV. Requirements for Funding (A) Eligible Activities (4) Administrative Costs (d) Sharing of administrative funds]</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A</p>
<p>Describe Basis for Conclusion:</p>	

7.

Does a review of expenditures indicate that no more than 5 percent of the total HPRP grant funds have been expended for eligible HPRP administrative costs? [HPRP Notice – Section IV. Requirements for Funding (A) Eligible Activities (4) Administrative Costs (c) Limitations on administrative costs]	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion: 			

8.

Are all pre-award costs limited to reasonable travel and accommodations for HUD-approved training and costs related to preparing the substantial amendment for submission to HUD? [HPRP Notice – Section IV. Requirements for Funding (A) Eligible Activities (4) Administrative Costs (b) Pre-award administrative costs]	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion: 			

9.

Are all funds used for the provision of financial assistance and services allocated to those activity types and not to the HPRP administrative budget line item? [HPRP Notice – Section IV. Requirements for Funding (A) Eligible Activities (4) Administrative Costs]	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion: 			

10.

If there have been changes made to the grantee’s HPRP budget, were the budget changes made in compliance with the Consolidated Plan Substantial Amendment process requirements? [HPRP Notice – Section V. Post-Award Process Requirements (F) Responsibility for Grant Administration, 24 CFR 91.505]	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion: 			