|  |  |
| --- | --- |
| **HOME Pre-Monitoring Checklist** | |
| Name of Participating Jurisdiction: | |
| Name of Reviewer(s): | Date of Pre-Monitoring Review: |

The following checklist can be used to gather relevant, HOME program oversight and activity-related documents prior to remote and on-site monitoring reviews. The following list of IDIS reports and PJ program documents can provide the monitor with an overview of the PJ’s HOME program organization and management and highlight potential areas of concern.

**General Program Oversight**

PR 09 Program Income Detail Report by Fiscal Year and Program

PR 22 Status of HOME Activities Report

PR 27 Status of HOME Grants Report

PR 35 Grant, Subfund and Subgrant Report

PR 44 Expiring HOME Funds Report

PR 46 HOME Flagged Activities Report

PR 47 HOME Vacant Units Report

PR 48 HOME Open Activities Report

PJ Organizational Chart

Applicable sections of the PJ’s Consolidated Plan and Consolidated Annual Performance and Evaluation Report (CAPER)

Previous HOME monitoring reports and audits

**Homeowner Rehabilitation**

PJ homeowner rehabilitation program policies and procedures [[24 CFR 92.504(a)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1504&rgn=div8)

Homeowner rehabilitation program marketing materials

Program application forms/package

Written agreement templates

Subrecipient

Homeowner

Contractor

Written rehabilitation standards [[24 CFR 92.251(b)(1)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1251&rgn=div8)

Citizen Complaints

[Maximum per-unit subsidy limit](https://www.hudexchange.info/resource/2315/home-per-unit-subsidy/)(s) applicable to monitoring period

[[24 CFR 92.250(a)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1250&rgn=div8)

[Income limits](https://www.hudexchange.info/programs/home/home-income-limits/) applicable to monitoring period

After rehabilitation value limit(s) applicable to monitoring period

[[24 CFR 92.254(a)(2)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1254&rgn=div8)

**Homebuyer Development**

PJ homebuyer program policies and procedures [[24 CFR 92.504(a)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1504&rgn=div8)

Homebuyer program marketing materials

Homebuyer application forms/package

Written agreement templates

Owner/developer agreement, if applicable

Contractor, if applicable

Subrecipient agreement, if applicable

For-profit/nonprofit lender agreement, if applicable [[24 CFR 92.254(e)(1)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1254&rgn=div8)

Homebuyer agreement (including lease/purchase agreement if applicable)

Resale and/or recapture provisions applicable to the monitoring period

[ [24 CFR 92.254(a)(5)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1254&rgn=div8)

PJ project underwriting guidelines [[24 CFR 92.250(b)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1250&rgn=div8)

PJ homebuyer underwriting guidelines [[24 CFR 92.254(f)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1254&rgn=div8)

Written rehabilitation standards, if applicable [[92.251(b)(1)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1251&rgn=div8)

Citizen Complaints

[Maximum per-unit subsidy limit](https://www.hudexchange.info/resource/2315/home-per-unit-subsidy/)(s) applicable to monitoring period [[24 CFR 92.250(a)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1250&rgn=div8)

[Income limits](https://www.hudexchange.info/programs/home/home-income-limits/) applicable to monitoring period

Maximum purchase price/after rehabilitation value limit(s) applicable to monitoring period. [[24 CFR 92.254(a)(2)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1254&rgn=div8)

[Post 2011 HOME Activities Report](https://www.hudexchange.info/programs/home/home-activities-reports/)

[Post 2011 HOME Homebuyer Activities Report](https://www.hudexchange.info/programs/home/home-homebuyer-activities-reports/)

**Homebuyer Downpayment Assistance Program**

PJ homebuyer program policies and procedures [[24 CFR 92.504(a)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1504&rgn=div8)

Homebuyer program marketing materials

Program application forms/package

Written agreement templates

Subrecipient agreement, if applicable

For-profit/nonprofit lender agreement, if applicable [[24 CFR 92.254(e)(1)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1254&rgn=div8)

Homebuyer agreement (including lease/purchase agreement if applicable)

Resale and/or recapture provisions applicable to the monitoring period

PJ homebuyer underwriting guidelines [[24 CFR 92.254(f)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1254&rgn=div8)

Citizen Complaints

[Maximum per-unit subsidy limit](https://www.hudexchange.info/resource/2315/home-per-unit-subsidy/)(s) applicable to monitoring period

[[24 CFR 92.250(a)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1250&rgn=div8)

[Income limits](https://www.hudexchange.info/programs/home/home-income-limits/) applicable to monitoring period

Maximum purchase price value limit(s) applicable to monitoring period.

[[24 CFR 92.254(a)(2)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1254&rgn=div8)

**Rental Development**

PJ Rental program policies and procedures [[24 CFR 92.504(a)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1504&rgn=div8)

Rental program/project marketing materials

Written agreement templates

Owner, develop, sponsor

PJ project underwriting guidelines [[24 CFR 92.250(b)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1250&rgn=div8)

PJ refinancing guidelines, if applicable [[24 CFR 92.206(b)(2)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1206&rgn=div8)

Written rehabilitation standards, if applicable [[24 CFR 92.251(b)(1)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1251&rgn=div8)

Tenant selection policies and criteria [[24 CFR 92.253(d)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1253&rgn=div8)

[Maximum per-unit subsidy limit](https://www.hudexchange.info/resource/2315/home-per-unit-subsidy/)(s) applicable to monitoring period [[24 CFR 92.250(a)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1250&rgn=div8)

[Rent limits](https://www.hudexchange.info/programs/home/home-rent-limits/) applicable to the monitoring period

[Income limits](https://www.hudexchange.info/programs/home/home-income-limits/) applicable to monitoring period

[Post 2011 HOME Activities Report](https://www.hudexchange.info/programs/home/home-activities-reports/)

**Rental Project Compliance**

PJ Rental program policies and procedures [[24 CFR 92.504(a)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1504&rgn=div8)

Rental project marketing materials

Tenant selection policies and criteria [[24 CFR 92.253(d)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1253&rgn=div8)

PJ rental inspection schedule for the HOME portfolio

[Rent limits](https://www.hudexchange.info/programs/home/home-rent-limits/) applicable to the monitoring period

[Income limits](https://www.hudexchange.info/programs/home/home-income-limits/) applicable to monitoring period

**Tenant-based Rental Assistance (TBRA)**

Consolidated Plan for applicable monitoring period certifying the use of HOME funds for TBRA

PJ TRBA policies and procedures [[24 CFR 92.504(a)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1504&rgn=div8)

TBRA program marketing materials

Program application forms/package

Tenant selection policies and procedures [[24 CFR 92.209(c)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1209&rgn=div8)

Written agreement template

Subrecipient

Rental project owner

Tenant rental agreement

Citizen Complaints

Annual inspection schedule

[Income limits](https://www.hudexchange.info/programs/home/home-income-limits/) applicable to monitoring period

PJ rent standard(s) for the applicable monitoring period [[24 CFR 92.209(h)]](https://www.ecfr.gov/cgi-bin/text-idx?SID=f2b3dd177c7122c93aa420b943f0cb30&mc=true&node=se24.1.92_1209&rgn=div8)

**Community Housing Development Organization (CHDO)**

PR 25 Status of CHDO Funds by Fiscal Year Report

CHDO written agreement template

Citizen Complaints

CHDO selection and certification policies and procedures

**Match**

PJ CAPER Match report

PR 33 HOME Matching Liability Report