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| **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