|  |  |
| --- | --- |
| **Guide for Review of Homebuyer Development and/or Rehabilitation**  **Projects and/or Policies & Procedures** | |
| **Participating Jurisdiction:**Click or tap here to enter text. | **Subrecipient:**Click or tap here to enter text. |
| **PJ Staff Consulted:**Click or tap here to enter text. | |
| **Name of HUD Reviewer(s):**Click or tap here to enter text. | **Date of Review:**Click or tap here to enter text. |
| **Type of Monitoring Review:** | Project File Review  Policies & Procedures Review  Combined: Project and Policies & Procedures Review |

**NOTE:** All questions 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.

|  |  |
| --- | --- |
| **File Selection Summary**  **(Required)** | |
| **Program Year(s) Reviewed:** | Click or tap here to enter text. |
| **Number of Files Reviewed:** | Click or tap here to enter text. |
| **How were files selected?** | Random  Non-Random  Statistical  Combination (describe):  Click or tap here to enter text. |
| **Were additional files selected for review?** | Yes  No |
| **If additional files were selected for review, why were files added to the monitoring**?  (select all that apply) | Expand the sample to include a file(s) from each staff person working in the respective program area being monitored;  Expand the sample to include additional files with the same characteristics, (i.e., same problem category, staff person, activities or other characteristics)  Expand the sample to determine whether problems are isolated events or represent a systemic problem.  Expand the sample to include files the reviewer has reason to believe may have compliance problems or that are substantially different in terms of size, complexity, or other factors from other projects the PJ has undertaken.  Other, please specify: Click or tap here to enter text. |

**Instructions:**

* This Exhibit is used to monitor newly constructed or rehabilitated homebuyer projects from development through sale to an eligible homebuyer. The reviewer should use Exhibit 7-28, *Guide for Review of Downpayment Assistance Projects and/or Policies and Procedures* when monitoring a PJ’s stand-alone HOME downpayment assistance program.
* This Exhibit is used to monitor a PJ’s homebuyer development project files, the PJ’s homebuyer development program policies and procedures, or a combination of both project files and policies and procedures. Reviewers should note the type of review completed in the check box above.
* The HOME regulation at [24 CFR 92.504(a)](https://www.govinfo.gov/app/details/CFR-2018-title24-vol1/CFR-2018-title24-vol1-sec92-504) requires PJs to have comprehensive written HOME program policies and procedures. Where applicable, this Exhibit pairs each policies and procedures requirement with its homebuyer development project requirement. As noted above, the reviewer may use this Exhibit to complete a project file review, a policies and procedures review, or a combination of both project files and policies and procedures. Reviewers are not required to complete both questions if the monitoring is not addressing both policies and procedures and project requirements. However, if project noncompliance is found, the reviewer *must* examine the related policies and procedures to determine if the finding is associated with a lack of policies and procedures, or a failure of PJ staff to follow the written policies and procedures.
* Reviewers can use this Exhibit to review up to five homebuyer development project files. If additional files are included in the monitoring, the reviewer should complete another copy of the Exhibit. Section 7-4 in the introduction to this Chapter provides guidance on the number of files to review. Reviewers *must* complete the File Selection Summary table at the top of this Exhibit.
* Reviewers must adequately describe the basis for any findings in the “Describe Basis for Conclusion” section of each question, being careful to note which project file is noncompliant and why.
* The Exhibit is divided into eighteen program areas. Based on the risk assessment and the notification letter sent to the PJ, check the program area(s) under review. Reviewers are *required* to review the owner/developer and beneficiary written agreements for all files monitored as the written agreement is critical to program compliance and oversight. Reviewers should make every effort to review as many other program area sections as possible during the monitoring to obtain an accurate representation of the PJ’s compliance with the HOME program requirements. If a specific program area is not examined, check the “Not Reviewed During Monitoring” box at the beginning of the applicable program area section, and note the reason why the section was not reviewed in the “Describe the Basis for Conclusion” text box of the first question under the applicable program area section.

**Check Program Areas Reviewed During Monitoring:**

A. Project Selection, Commitment and Set-up;

B. Owner, Developer Written Agreement, (review required);

C. HOME Subsidy;

D. Cost Allocation (if applicable);

E. Eligible/Reasonable Costs;

F. Procurement and Contractor Oversight (if applicable);

G. Property Requirements;

H. Property Standards;

New Construction

Rehabilitation

I. Affirmative marketing;

J. Income Determination;

K. Housing Counseling;

L. Beneficiary Written Agreement, (review required);

M. Responsible Lending/Lender Requirements;

N. Ownership and Occupancy;

O. Resale and Recapture Requirements;

P. Lease Purchase (if applicable);

Q. Project Completion; and

R. Record Retention.

* This Exhibit requires the completion of other Exhibits: Exhibits 7-34 and 34-3 for Question 42;   
  Exhibit 21-1 for Question 47; Exhibit 27-1 for Question 48; and Exhibit 24-1 for Question 57.
* The questions in this Exhibit may also be used as an interview instrument for program staff.

**For Project File Reviews:** Include the following information for each file reviewed. When completing the *project-specific Exhibit questions* that follow, include a file identifier such as the File or Integrated Disbursement and Information System (IDIS) number.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **File #** | **Project Name/Address[[1]](#footnote-1)** | **IDIS #** | **HOME Funds Committed** | **IDIS Commitment Date** | **Written Agreement Date** | **HOME Funds Drawn** | **Completion Date** | **Resale or Recapture** |
| **1.** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Resale  Recapture |
| **2.** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Resale  Recapture |
| **3.** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Resale  Recapture |
| **4.** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Resale  Recapture |
| **5.** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Resale  Recapture |

1. PROJECT SELECTION, COMMITMENT AND SET-UP

NOT REVIEWED DURING MONITORING - Check all that apply:

Policies and Procedures NOT REVIEWED, and/or

Project files NOT REVIEWED

1.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Before committing HOME funds to the project did the PJ assess ***all*** the following:  [24 CFR 92.250(b)] | | | | | |
| Yes  No |  | **File #1:** | **File #2:** | **File #3:** | **File #4:** | **File #5:** |
| Sources and uses of funds for the project and a determination that costs are reasonable? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| Current market demand in the area where the project is located? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
|  | Experience and financial capacity of the developer or project owner? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
|  | Firm financial commitments for the project? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | | | | | |

2.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Before committing HOME funds and setting-up the project in IDIS, did the PJ ensure that ***all*** the following requirements were met:  [24 CFR 92.2 Definition of *Commit to a Specific Local Project* and 24 CFR 92.352(b) for Environmental Review] | | | | | |
| Yes  No |  | **File #1:** | **File #2:** | **File #3:** | **File #4:** | **File #5:** |
| Environmental Review was completed, or commitment was conditioned on the completion of the environmental review, (i.e., conditional commitment)? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| All necessary financing is secured? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
|  | Budget and project schedule have been established? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
|  | Project underwriting is complete in accordance with [24 CFR 92.250(b](https://www.ecfr.gov/cgi-bin/text-idx?SID=1ae6a6289a821efed55c733d2cd182c2&mc=true&node=se24.1.92_1250&rgn=div8))?  (see question 2 below) | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
|  | Project construction is expected to start within 12 months of commitment? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | | | | | |

3.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Did the PJ set-up the project in IDIS *following* the commitment of HOME funds as evidenced by the execution of a legally binding written agreement signed and dated by all parties to the agreement? The date of the written agreement must be the same as, or prior to, the commitment date in IDIS.  [24 CFR 92.502(b)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

4.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Does the project file include records that document ***all*** the following requirements:  [24 CFR 92.508] | | | | | |
| Yes  No |  | **File # 1:** | **File #2:** | **File #3:** | **File #4:** | **File #5:** |
| Signed Determination of Exemption from Environmental Review or of Categorical Exclusion Not Subject to Related Laws or Authority to Use Grant Funds (Form 7015.16)? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| Project financing? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
|  | Project budget and schedule? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
|  | Sources and uses? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
|  | Market assessment? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
|  | Experience and financial capacity of the developer or project owner? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
|  | Project underwriting? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | | | | | |

1. OWNER, DEVELOPER WRITTEN AGREEMENT

Instructions: Since written agreements are central to initial and ongoing compliance with HOME requirements, reviewers monitoring project files **MUST** evaluate the written agreements for the HOME activities being monitored. If project noncompliance is found, the reviewer **MUST** also examine the related policies and procedures to determine if the finding is associated with a lack of policies and procedures, or a failure of PJ staff to follow the written policies and procedures.

If the reviewer is only monitoring the PJ’s policies and procedures, completion of the project file questions is not required.

Check as applicable:

Project File – NOT REVIEWED during monitoring because monitoring is focusing only on policies and procedures.

Policies and Procedures NOT REVIEWED during monitoring. Monitoring is focusing on project compliance and noncompliance was not found.

5.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Before disbursing HOME funds, did the PJ execute a written agreement with the project owner, developer?  [24 CFR 92.504(b)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

6.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Does the project file include a complete, executed copy of the written agreement, including any amendments to the agreement*?*  [24 CFR 92.508(a)(3)(xiv)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

7.

|  |  |  |  |
| --- | --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Does the written agreement include the dated signature of each party to the agreement as required by [24 CFR 92.2](https://www.ecfr.gov/cgi-bin/text-idx?SID=1ae6a6289a821efed55c733d2cd182c2&mc=true&node=se24.1.92_12&rgn=div8) definition of *Commit to a Specific Local Project?*  [24 CFR 92.504(c)(3)] | | |
| Yes  No | File #1: | Yes  No | Date of Written Agreement: Click or tap here to enter text. |
| File #2: | Yes  No | Date of Written Agreement: Click or tap here to enter text. |
| File #3: | Yes  No | Date of Written Agreement: Click or tap here to enter text. |
|  | File #4: | Yes  No | Date of Written Agreement: Click or tap here to enter text. |
|  | File #5: | Yes  No | Date of Written Agreement: Click or tap here to enter text. |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | | |

8.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Does the written agreement provide sufficient detail to provide a sound basis for the PJ to effectively monitor performance under the agreement to achieve project completion by describing ***all*** of the following:  [24 CFR 92.504(c)(3)(i)] | | | | | |
|  | **File #1:** | **File #2:** | **File #3:** | **File #4:** | **File #5:** |
| Project address or legal description of the property if a street address has not been assigned? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| Amount and use of HOME and other funds included in the project? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| Specific tasks to be performed? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| Detailed project schedule? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| Complete project budget that includes all sources and uses? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | | | | |

9.

|  |  |
| --- | --- |
| Is the written agreement in effect and enforceable at least until the completion of the project and ownership by an eligible low-income family?  [24 CFR 92.504(c)(3)(ix)] | |
| File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
| File #4: | Yes  No |
| File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

10.

|  |  |
| --- | --- |
| Does the written agreement require the HOME-assisted homebuyer housing to meet the period of affordability and principal residency requirements of [24 CFR 92.254](https://www.ecfr.gov/cgi-bin/text-idx?SID=1ae6a6289a821efed55c733d2cd182c2&mc=true&node=sp24.1.92.f&rgn=div6#se24.1.92_1254), and require repayment of the HOME funds if the housing fails to meet the period of affordability or is no longer the principal residence of the homebuyer during the affordability period?  [24 CFR 92.504(c)(3)(ii)] | |
| File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
| File #4: | Yes  No |
| File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

11.

|  |  |
| --- | --- |
| Does the agreement set forth the resale or recapture provisions that must be imposed on the project?  [24 CFR 92.504(c)(3)(ii)(B)] | |
| File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
| File #4: | Yes  No |
| File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

12.

|  |  |
| --- | --- |
| *If the project is under a resale provision*, does the agreement set forth the subsequent sales price or the basis on which the subsequent sales price will be determined?  [24 CFR 92.504(c)(3)(ii)(B)] | |
| File #1: | Yes  No  N/A |
| File #2: | Yes  No  N/A |
| File #3: | Yes  No  N/A |
| File #4: | Yes  No  N/A |
| File #5: | Yes  No  N/A |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

13.

|  |  |
| --- | --- |
| *If the project is under a recapture provision*, does the agreement describe the process for the disposition of any sales proceeds, and require the return of all recaptured funds to the PJ?  [24 CFR 92.504(c)(3)(ii)(B)] | |
| File #1: | Yes  No  N/A |
| File #2: | Yes  No  N/A |
| File #3: | Yes  No  N/A |
| File #4: | Yes  No  N/A |
| File #5: | Yes  No  N/A |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

14.

|  |  |
| --- | --- |
| Does the agreement provide a means of enforcing the period of affordability and the resale or recapture requirements, as applicable, by the PJ? Liens, deed restrictions, covenants running with the land, or other similar mechanisms approved by HUD in writing are required for resale. Similar means of enforcement may be used for recapture requirements.  [24 CFR 92.504(c)(3)(vii)] | |
| File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
| File #4: | Yes  No |
| File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

15.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Does the agreement require compliance with ***all*** the following requirements in [24 CFR part 92, Subpart F](https://www.ecfr.gov/cgi-bin/text-idx?SID=1ae6a6289a821efed55c733d2cd182c2&mc=true&node=sp24.1.92.f&rgn=div6):  [24 CFR 92.504(c)(3)(iii)] | | | | | |
|  | **File #1:** | **File #2:** | **File #3:** | **File #4:** | **File#5:** |
| Maximum per-unit subsidy? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| Single-family housing requirements? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| Sales price, or basis upon which sales price will be determined, to ensure sales price does not exceed the 95% area median purchase price? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| Acquisition of the housing by a low-income household? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | | | | |

16.

|  |  |
| --- | --- |
| Does the agreement require that the housing meet the PJ’s property standards upon project completion?  [24 CFR 92.504(c)(3)(iv)] | |
| File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
| File #4: | Yes  No |
| File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

17.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *If the project contains 5 or more HOME-assisted units*, does the written agreement specify the owner, developer’s affirmative marketing responsibilities including:  [24 CFR 92.504(c)(3)(v)(A)] | | | | | |
|  | **File #1:** | **File #2:** | **File #3:** | **File#4:** | **File #5:** |
| Methods for informing the public about Federal fair housing laws and the PJ’s affirmative marketing policy? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |
| Requirements and practices the owner must adhere to in order to carry out the PJ’s affirmative marketing procedures and requirements (e.g., use of commercial media, use of community contacts, use of Equal Housing Opportunity logo or slogan, display of fair housing poster)? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |
| Procedures to inform and solicit applications from persons in the housing market who are not likely to apply without special outreach? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |
| Records that must be kept? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | | | | |

18.

|  |  |
| --- | --- |
| Does the agreement require the owner, developer to meet all federal requirements and nondiscrimination requirements established in [24 CFR 92.350](https://www.ecfr.gov/cgi-bin/text-idx?SID=1ae6a6289a821efed55c733d2cd182c2&mc=true&node=se24.1.92_1350&rgn=div8)? The agreement may require compliance by reference to  [24 CFR 92.350](https://www.ecfr.gov/cgi-bin/text-idx?SID=1ae6a6289a821efed55c733d2cd182c2&mc=true&node=se24.1.92_1350&rgn=div8). In the absence of specific references, the monitor must consult the regulation to determine that each requirement in [24 CFR 92.350](https://www.ecfr.gov/cgi-bin/text-idx?SID=1ae6a6289a821efed55c733d2cd182c2&mc=true&node=se24.1.92_1350&rgn=div8) is incorporated into the agreement.  [24 CFR 92.504(c)(3)(v)(B)] | |
| File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
| File #4: | Yes  No |
| File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

19.

|  |  |
| --- | --- |
| *If the project involves acquisition, demolition, or rehabilitation, and if any tenants or owners were relocated permanently or temporarily,* does the agreement require compliance with the requirements of  [24 CFR 92.353](https://www.ecfr.gov/cgi-bin/text-idx?SID=1ae6a6289a821efed55c733d2cd182c2&mc=true&node=se24.1.92_1353&rgn=div8)?  [24 CFR 92.504(c)(3)(v)(C)] | |
| File #1: | Yes  No  N/A |
| File #2: | Yes  No  N/A |
| File #3: | Yes  No  N/A |
| File #4: | Yes  No  N/A |
| File #5: | Yes  No  N/A |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

20.

|  |  |
| --- | --- |
| *If the project contains 12 or more HOME-assisted units*, does the agreement specify the Davis-Bacon labor requirements prescribed in [24 CFR 92.354](https://www.ecfr.gov/cgi-bin/text-idx?SID=1ae6a6289a821efed55c733d2cd182c2&mc=true&node=se24.1.92_1354&rgn=div8)?  [24 CFR 92.504(c)(3)(v)(D)] | |
| File #1: | Yes  No  N/A |
| File #2: | Yes  No  N/A |
| File #3: | Yes  No  N/A |
| File #4: | Yes  No  N/A |
| File #5: | Yes  No  N/A |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

21.

|  |  |
| --- | --- |
| Does the agreement specify the conflict of interest provisions prescribed in [24 CFR 92.356(f)?](https://www.ecfr.gov/cgi-bin/text-idx?SID=1ae6a6289a821efed55c733d2cd182c2&mc=true&node=se24.1.92_1356&rgn=div8)  [24 CFR 92.504(c)(3)(v)(E)] | |
| File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
| File #4: | Yes  No |
| File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

22.

|  |  |
| --- | --- |
| Does the agreement specify the records that must be maintained and the information or reports that must be submitted to assist the PJ in meeting its record keeping and reporting requirements?  [24 CFR 92.504(c)(3)(vi)] | |
| File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
| File #4: | Yes  No |
| File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

23.

|  |  |
| --- | --- |
| Does the agreement specify remedies for breach of the agreement?  [24 CFR 92.504(c)(3)(vii)] | |
| File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
| File #4: | Yes  No |
| File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

24.

|  |  |
| --- | --- |
| Does the agreement specify that the owner, developer cannot request disbursement of funds under the agreement until funds are needed for payment of eligible costs **and** such requests are limited to the amount needed?  [24 CFR 92.504(c)(3)(viii)] | |
| File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
| File #4: | Yes  No |
| File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

25.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *If the owner, developer is a Community Housing Development Organization (CHDO) and is using set-aside funds under* [*24 CFR 92.300*](https://www.ecfr.gov/cgi-bin/text-idx?SID=1ae6a6289a821efed55c733d2cd182c2&mc=true&node=se24.1.92_1300&rgn=div8), does the agreement specify the following:  [24 CFR 92.504(c)(3)(x)] | | | | | |
|  | **File #1:** | **File #2:** | **File #3:** | **File#4:** | **File #5:** |
| The CHDO must own the property in fee simple absolute title through development and be in sole charge of construction? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |
| The sales price of the housing or the method by which the sales price will be established? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |
| *If applicable*, any downpayment assistance shall not be greater than 10% of the HOME funds used for the development of the housing? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |
| Whether proceeds from the sale of the housing will be retained by the CHDO or returned to the PJ? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |
| *If the CHDO is permitted to retain proceeds*, whether the proceeds are to be used for HOME-eligible activities or other housing activities to benefit low-income families? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |
| A requirement that all recapture funds must be returned to the PJ? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | | | | |

26.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *If the owner, developer is a Community Housing Development Organization (CHDO) and is receiving* ***project-specific assistance*** *under*  [*24 CFR 92.301*](https://www.ecfr.gov/cgi-bin/text-idx?SID=1ae6a6289a821efed55c733d2cd182c2&mc=true&node=se24.1.92_1301&rgn=div8), does the agreement include the following:  [24 CFR 92.504(c)(3)(x)] | | | | | |
|  | **File #1:** | **File #2:** | **File #3:** | **File#4:** | **File #5:** |
| Allowable costs?   * For project-specific TA and site control loans: costs necessary to determine project feasibility, consulting costs, costs of preliminary financial applications, legal fees, architectural fees, engineering fees, engagement of a development team, option to acquire property, site control, and title clearance. * For Project-specific seed money loans: customary and reasonable preconstruction project costs, including costs of obtaining firm construction loan commitments, architectural plans and specifications, zoning approvals, engineering studies and legal fees. | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |
| Requirement to pay the loan unless the PJ waives repayment, in whole or in part, if the PJ determines there are impediments to project development that are reasonably beyond the control of the CHDO? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | | | | |

27.

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| --- | --- |
| Does the written agreement prohibit the developer from charging servicing, origination, processing, inspection or other fees for the costs of providing homeownership assistance?  [24 CFR 92.504(c)(3)(xi)] | |
| File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
| File #4: | Yes  No |
| File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

1. HOME SUBSIDY

NOT REVIEWED DURING MONITORING – Check all that apply:

Policies and Procedures NOT REVIEWED, and/or

Project files NOT REVIEWED

28.

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| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Did the HOME investment total at least $1,000 per HOME-assisted unit?  [24 CFR 92.205(c)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

29.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Was the amount of HOME subsidy invested in the project at or below the applicable maximum per-unit HOME subsidy limit?  [24 CFR 92.250(a)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

30.

|  |  |
| --- | --- |
| Was the HOME subsidy provided in an eligible form of investment (i.e., interest-bearing or non-interest-bearing loan or advance, deferred payment loan, or grant, or a different form specifically approved by HUD in writing)?  [24 CFR 92.205(b)] | |
| File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
| File #4: | Yes  No |
| File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

31.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Did the PJ conduct a subsidy layering and underwriting review to ensure that it did not invest any more HOME funds than necessary to ensure the long-term viability of the project?  [24 CFR.250(b)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

32.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Does the project file include records that document:  [24 CFR 92.508] | | | | | |
| Yes  No |  | **File #1:** | **File #2:** | **File #3** | **File #4:** | **File #5:** |
| HOME subsidy was:   * At least $1,000 per HOME-assisted unit, ***and*** * At or below the applicable maximum HOME per-unit subsidy? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| HOME subsidy was provided in an eligible form? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
|  | Subsidy layering review was completed? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | | | | | |

1. COST ALLOCATION (if applicable)

NOT REVIEWED DURING MONITORING – Check all that apply:

Policies and Procedures NOT REVIEWED, and/or

Project files NOT REVIEWED

NOT APPLICABLE -Cost allocation not applicable

NOTE: Cost allocation is required in any HOME homebuyer project where fewer than 100% of units are HOME-assisted (e.g., a mixed-income project); and/or in which less than 100% of the space is residential (e.g., a mixed-use project). In addition, cost allocation is required for a 2 – 4-unit property in which one of the units is occupied by the owner and fewer than 100% of the units will be HOME-assisted.

Cost allocation is not required for single unit properties, or in cases where a multi-unit project is exclusively residential and 100% of units will be HOME-assisted.

33.

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| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Did the PJ determine the actual HOME-eligible development costs based on a method of cost allocation?  [24 CFR 92.205(d)(1)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

34.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Were any HOME-ineligible costs subtracted from the total development cost to determine the total HOME-eligible development costs?  [24 CFR 92.205(d)(1)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

35.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | *If the PJ determined the actual costs of the HOME-assisted units by prorating the total HOME-eligible development costs of the project*, are the units comparable in terms of bedroom size, square footage and level of amenities?  [24 CFR 92.205(d)] | |
| Yes  No | File #1: | Yes  No  N/A |
| File #2: | Yes  No  N/A |
| File #3: | Yes  No  N/A |
|  | File #4: | Yes  No  N/A |
|  | File #5: | Yes  No  N/A |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

36.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Does the project file include records that document ***all*** of the following:  [24 CFR 92.508(a)(3)(ii) and (iii)] | | | | | |
| Yes  No |  | **File #1:** | **File #2:** | **File #3:** | **File #4:** | **File #5:** |
| *If not all units were HOME-assisted, or if the project includes nonresidential use –* was cost allocation performed? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |
| Subsidy layering review was completed? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | | | | | |

1. ELIGIBLE/REASONABLE COSTS

NOT REVIEWED DURING MONITORING – Check all that apply:

Policies and Procedures NOT REVIEWED, and/or

Project files NOT REVIEWED

37.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Were all costs paid with HOME funds eligible?  [24 CFR 92.206 (eligible project costs), 24 CFR 92.214 (prohibited activities and fees)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

38.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | *If HOME funds paid for costs incurred before the date the HOME funds were committed to the project*, were those costs:  [24 CFR 92.206(d)(1)] | | | | | |
| Yes  No |  | **File #1:** | **File #2:** | **File #3:** | **File #4:** | **File #5:** |
| Limited to architectural, engineering or related professional services required to prepare plans, drawings, and specifications or work write-ups? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |
| Incurred not more than 24 months before the date that HOME funds were committed to the project? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |
|  | Expressly permitted by the PJ in the written agreement committing the funds? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | | | | | |

39.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Did the PJ adequately document the source and application of HOME funds?  [2 CFR 200.302 and 2 CFR 200.405] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

40.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Did the PJ review and approve written cost estimates for construction or rehabilitation and determine that costs are reasonable?  [24 CFR 92.251(a)(2)(iv) (construction) or 24 CFR 92.251(b)(2) (rehabilitation)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

41.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Does the project file include records that document ***all*** the following:  [24 CFR 92.508(a)(3)(ii)] | | | | | |
| Yes  No |  | **File #1:** | **File #2:** | **File #3:** | **File #4:** | **File #5:** |
| Eligible use of HOME funds? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| Costs are reasonable? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
|  | Source and application of HOME funds? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | | | | | |

1. PROCUREMENT AND CONTRACTOR OVERSIGHT (if applicable)

Instructions: If the PJ procured the services of a contractor to administer its homebuyer development program, the PJ must adhere to the procurement requirements of [2 CFR part 200](https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200). The HOME regulations at

[24 CFR 92.504(b)](https://www.govinfo.gov/app/details/CFR-2018-title24-vol1/CFR-2018-title24-vol1-sec92-504) require the PJ to execute a written agreement with the contractor. Reviewers must complete the following Exhibits: Exhibit 7-34, *Guide for Review of Contractor Written Agreement* **and** Exhibit 34-3, *Guide for Review of Procurement.*

NOT REVIEWED DURING MONITORING

NOT APPLICABLE – Procurement and Contractor Oversight not applicable to the PJ’s homebuyer development program.

42.

|  |  |
| --- | --- |
| *If the PJ procured the services of a contractor to administer its homebuyer development program*, did the PJ adhere to the procurement requirements of [2 CFR part 200](https://ecfr.io/Title-02/cfr200_main)? Summarize the results of Exhibits 7-34 and 34-3 to answer this question.  [24 CFR 92.504(b)] | Yes  No  N/A |
| **Describe Basis for Conclusions:**  Click or tap here to enter text. | |

1. PROPERTY REQUIREMENTS

NOT REVIEWED DURING MONITORING- Check all that apply:

Policies and Procedures NOT REVIEWED, and/or

Project files NOT REVIEWED

43.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Is the property a 1 – 4-unit single-family home?  [24 CFR 92.254(a)(1)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

44.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Was the property sold for the sales price established in the written agreement or a sales price determined from the basis described in the written agreement, and not more than the 95% of the area median purchase price?  [24 CFR 92.254(a)(2)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

45.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Was the property sold to an eligible homebuyer within 9 months of completing construction or rehabilitation?  [24 CFR 92.254(a)(3)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

46.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | *If the property was not sold to an eligible homebuyer within 9 months of completing construction or rehabilitation*, was the property converted to rental housing in accordance with [24 CFR 92.252](https://www.ecfr.gov/cgi-bin/text-idx?SID=1ae6a6289a821efed55c733d2cd182c2&mc=true&node=se24.1.92_1252&rgn=div8)?  [24 CFR 92.254(a)(3)] | |
| Yes  No | File #1: | Yes  No  N/A |
| File #2: | Yes  No  N/A |
| File #3: | Yes  No  N/A |
|  | File #4: | Yes  No  N/A |
|  | File #5: | Yes  No  N/A |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

47.

|  |  |
| --- | --- |
| Did the project comply with the environmental review requirements? (Use Exhibit 21-1, *Guide for Environmental Review of the Community Development Block Grant, HOME Investment Partnerships, Emergency Solutions Grants, and Housing Opportunity for Persons with AIDS Programs by the Community Planning and Development (CPD) Representative* to answer this question*.*)  [24 CFR 92.352] | |
| File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
| File #4: | Yes  No |
| File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

48.

|  |  |
| --- | --- |
| *If HOME funds were used to rehabilitate a property located within the Special Flood Hazard Area (SFHA),* did the property comply with flood insurance protection? (Use Exhibit 27-1, *Guide for Review of Flood Insurance Protection* to answer this question.)  [24 CFR 92.352] | |
| File #1: | Yes  No  N/A |
| File #2: | Yes  No  N/A |
| File #3: | Yes  No  N/A |
| File #4: | Yes  No  N/A |
| File #5: | Yes  No  N/A |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

49.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Does the project file include records that demonstrate ***all*** of the following:  [24 CFR 92.508] | | | | | |
| Yes  No |  | **File #1:** | **File #2:** | **File #3:** | **File #4:** | **File #5:** |
| Property is a 1 – 4-unit single-family home? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| Sales price? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| Environmental Review compliance? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
|  | *If applicable*, compliance with Special Flood Hazard Area insurance requirements? | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A | Yes  No  N/A |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | | | | | |

1. PROPERTY STANDARDS

NOT REVIEWED DURING MONITORING – Check all that apply:

Policies and Procedures NOT REVIEWED, and/or

Project files NOT REVIEWED

*New Construction*

NOT APPLICABLE – PJ did not use HOME funds for new construction homebuyer projects.

50.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | *At completion,* did the final inspection indicate that the PJ’s property standards were met?  [24 CFR 92.251(a)] | |
| Yes  No | File #1: | Yes  No  N/A |
| File #2: | Yes  No  N/A |
| File #3: | Yes  No  N/A |
|  | File #4: | Yes  No  N/A |
|  | File #5: | Yes  No  N/A |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

51.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | *Where applicable*, did the property meet the disaster mitigation requirements?  [24 CFR 92.251(a)(2)(iii)] | |
| Yes  No  N/A | File #1: | Yes  No  N/A |
| File #2: | Yes  No  N/A |
| File #3: | Yes  No  N/A |
|  | File #4: | Yes  No  N/A |
|  | File #5: | Yes  No  N/A |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

52.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Did the PJ ensure that the construction contract(s) and construction documents adequately describe the work to be performed so that inspections can be conducted?  [24 CFR 92.251(a)(2)(iv)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

53.

|  |  |  |  |
| --- | --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Did the PJ conduct progress inspections to ensure work met applicable codes, the construction contract and construction documents?  [24 CFR 92.251(a)(2)(v)] | | |
| Yes  No | File #1: | Yes  No | Date of Inspection: Click or tap here to enter text. |
| File #2: | Yes  No | Date of Inspection: Click or tap here to enter text. |
| File #3: | Yes  No | Date of Inspection: Click or tap here to enter text. |
|  | File #4: | Yes  No | Date of Inspection: Click or tap here to enter text. |
|  | File #5: | Yes  No | Date of Inspection: Click or tap here to enter text. |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | | |

54.

|  |  |  |  |
| --- | --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Do project records indicate that the PJ conducted a final inspection upon completion of the project to ensure the project met the property standards of  [24 CFR 92.251(a)(2)(v)?](https://www.ecfr.gov/cgi-bin/text-idx?SID=1ae6a6289a821efed55c733d2cd182c2&mc=true&node=se24.1.92_1251&rgn=div8)  [24 CFR 92.251(a)(2)(v) and 24 CFR 92.508(a)(3)(iv)] | | |
| Yes  No | File #1: | Yes  No | Date of Final Inspection: Click or tap here to enter text. |
| File #2: | Yes  No | Date of Final Inspection: Click or tap here to enter text. |
| File #3: | Yes  No | Date of Final Inspection: Click or tap here to enter text. |
|  | File #4: | Yes  No | Date of Final Inspection: Click or tap here to enter text. |
|  | File #5: | Yes  No | Date of Final Inspection: Click or tap here to enter text. |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | | |

*Rehabilitation*

NOT APPLICABLE – PJ did not use HOME funds for rehabilitation of homebuyer housing.

55.

|  |  |
| --- | --- |
| Does the PJ have written rehabilitation standards that sufficiently detail the methods, materials, and requirements that the housing must meet upon completion including each of the following: | |
| 1. Health and Safety?   [24 CFR 92.251(b)(1)(i)] | Yes  No |
| 1. Major systems??   [24 CFR 92.251(b)(1)(ii)] | Yes  No |
| 1. Lead-based paint?   [24 CFR 92.251(b)(1)(iii)] | Yes  No |
| 1. Disaster mitigation (if applicable)?   [24 CFR 92.251(b)(1)(vi)] | Yes  No |
| 1. State and local codes, ordinances and zoning requirements?   [24 CFR 92.251(b)(1)(vii)] | Yes  No |
| 1. Minimum deficiencies that must be corrected based on inspectable items and areas in HUD’s Uniform Physical Condition Standards?   [24 CFR 92.251(b)(1)(viii)] | N/A  **\*HUD has not yet issued guidance on the minimum deficiencies that must be corrected under a PJ’s rehabilitation standards.** |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

56.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Did the PJ require that, upon project completion, each major system, as defined in [24 CFR 92.251(b)(1)(ii](https://www.ecfr.gov/cgi-bin/text-idx?SID=1ae6a6289a821efed55c733d2cd182c2&mc=true&node=se24.1.92_1251&rgn=div8)), had a remaining useful life of a minimum of 5 years or for a longer period as specified by the PJ in its rehabilitation standards, or the major system was rehabilitated or replaced as part of the rehabilitation?  [24 CFR 92.251(b)(1)(ii)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

57.

|  |  |
| --- | --- |
| Did the project comply with the lead-based paint requirements of [24 CFR part 35](https://www.govinfo.gov/app/details/CFR-2014-title24-vol1/CFR-2014-title24-vol1-part35)? (Use Exhibit 24-1, *Guide for Review of Lead-Based Paint Compliance in Properties Receiving Federal Rehabilitation Assistance* to answer this question).  [24 CFR 92.251(b)(1)(iii)] | |
| File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
| File #4: | Yes  No |
| File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

58.

|  |  |
| --- | --- |
| *Where applicable*, did the property meet the disaster mitigation requirements?  [24 CFR 92.251(b)(1)(vi)] | |
| File #1: | Yes  No  N/A |
| File #2: | Yes  No  N/A |
| File #3: | Yes  No  N/A |
| File #4: | Yes  No  N/A |
| File #5: | Yes  No  N/A |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

59.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Does the rehabilitation scope of work adequately describe the work to be performed so that the housing will meet the PJ’s rehabilitation standards?  [24 CFR 92.251(b)(2)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

60.

|  |  |  |  |
| --- | --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Did the PJ conduct an initial property inspection to identify the deficiencies that must be addressed during the rehabilitation?  [24 CFR 92.251(b)(3)] | | |
| Yes  No | File #1: | Yes  No | Date of Initial Inspection: Click or tap here to enter text. |
| File #2: | Yes  No | Date of Initial Inspection: Click or tap here to enter text. |
| File #3: | Yes  No | Date of Initial Inspection: Click or tap here to enter text. |
|  | File #4: | Yes  No | Date of Initial Inspection: Click or tap here to enter text. |
|  | File #5: | Yes  No | Date of Initial Inspection: Click or tap here to enter text. |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | | |

61.

|  |  |  |  |
| --- | --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Did the PJ conduct progress inspections to determine work was done in accordance with work write-ups?  [24 CFR 92.251(b)(3)] | | |
| Yes  No | File #1: | Yes  No | Date of Progress Inspection: Click or tap here to enter text. |
| File #2: | Yes  No | Date of Progress Inspection: Click or tap here to enter text. |
| File #3: | Yes  No | Date of Progress Inspection: Click or tap here to enter text. |
|  | File #4: | Yes  No | Date of Progress Inspection: Click or tap here to enter text. |
|  | File #5: | Yes  No | Date of Progress Inspection: Click or tap here to enter text. |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | | |

62.

|  |  |  |  |
| --- | --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Did the PJ conduct a final inspection upon completion of the project?  [24 CFR 92.251(b)(3)] | | |
| Yes  No | File #1: | Yes  No | Date of Final Inspection: Click or tap here to enter text. |
| File #2: | Yes  No | Date of Final Inspection: Click or tap here to enter text. |
| File #3: | Yes  No | Date of Final Inspection: Click or tap here to enter text. |
|  | File #4: | Yes  No | Date of Final Inspection: Click or tap here to enter text. |
|  | File #5: | Yes  No | Date of Final Inspection: Click or tap here to enter text. |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | | |

63.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | *At project completion*, did the final inspection indicate that the property met the PJ’s property standards?  [24 CFR 92.251(b)(1)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

64.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Does the project file include records that demonstrate the inspections were conducted prior to, during, and upon completion of the rehabilitation?  [24 CFR 92.508(a)(3)(iv)] | |
| Yes  No | File # 1: | ☐ Yes ☐ No |
| File # 2: | ☐ Yes ☐ No |
| File # 3: | ☐ Yes ☐ No |
|  | File #4: | ☐ Yes ☐ No |
|  | File # 5: | ☐ Yes ☐ No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

1. AFFIRMATIVE MARKETING

NOT REVIEWED during monitoring.

65.

|  |  |
| --- | --- |
| Has the PJ adopted affirmative marketing requirements and procedures for its homebuyer program?  NOTE: If monitoring for compliance with affirmative marketing recordkeeping and data compilation requirements, use Exhibit 22-3, *Guide for Review of Civil Rights-Related Program Requirements for the HOME Investment Partnerships Program.*  [24 CFR 92.351] | |
| File #1: | Yes  No  N/A |
| File #2: | Yes  No  N/A |
| File #3: | Yes  No  N/A |
| File #4: | Yes  No  N/A |
| File #5: | Yes  No  N/A |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

1. INCOME DETERMINATION

NOT REVIEWED DURING MONITORING – Check all that apply:

Policies and Procedures NOT REVIEWED, and/or

Project files NOT REVIEWED

66.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Did the PJ determine that the household qualified as low-income?  [24 CFR 92.203] | |
|  | File #1: | Yes  No |
| Yes  No | File #2: | Yes  No |
|  | File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

67.

|  |  |
| --- | --- |
| Did the PJ use the applicable income limits when qualifying the household’s income?  [24 CFR 92.203] | |
| File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
| File #4: | Yes  No |
| File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

68.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Did the PJ use one of the two allowable definitions of annual income noted below to qualify the household’s income?  *Check definition of income used in this project or the PJ’s rental program:*  Definition of annual income found at [24 CFR 5.609](https://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=24:1.1.1.1.5#se24.1.5_1609), or  Adjusted gross income as defined under IRS Form 1040  [24 CFR 92.203(b)] | |
| Yes  No | File #1 | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

69.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | *If using the definition of annual income found at* [*24 CFR 5.609*](https://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=24:1.1.1.1.5#se24.1.5_1609), did the PJ correctly apply income inclusions and exclusions?  [24 CFR 92.203(b)] | |
| Yes  No | FILE #1: | Yes  No  N/A |
| FILE #2: | Yes  No  N/A |
| FILE #3: | Yes  No  N/A |
|  | FILE #4: | Yes  No  N/A |
|  | FILE #5: | Yes  No  N/A |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

70.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Did the PJ examine at least 2 months of source documentation when determining the household’s annual income?  [24 CFR 92.203(a)(2)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

71.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Did the PJ count the income of all members of the household and project the prevailing rate of income of the family at the time the PJ determined the household’s income?  [24 CFR 92.203(d)(1)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

72.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Was the family’s income determination conducted no more than 6 months before the homebuyer acquired the property?  [24 CFR 92.203(d)(2)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

73.

|  |  |
| --- | --- |
| Do files demonstrate that only one definition of income was used for all the PJ’s homebuyer program applicants and that this definition was the definition identified by the PJ’s homebuyer program policies and procedures?  [24 CFR 92.203(c)] | Yes  No |
| **Describe the Basis for Conclusion:**  Click or tap here to enter text. | |

74.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Does the project file include records that demonstrate that the household is income eligible?  [24 CFR 92.508] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

1. HOUSING COUNSELING

NOT REVIEWED DURING MONITORING – Check all that apply:

Policies and Procedures NOT REVIEWED, and/or

Project files NOT REVIEWED

75.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Does the project file include records that demonstrate that the homebuyer received housing counseling from a HUD-certified housing counselor?  [24 CFR 92.254(a)(3)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

1. BENEFICIARY WRITTEN AGREEMENT

Instructions: Since written agreements are central to initial and ongoing compliance with HOME requirements, reviewers monitoring project files **MUST** evaluate the written agreements for the HOME activities being monitored. If project noncompliance is found, the reviewer **MUST** also examine the related policies and procedures to determine if the finding is associated with a lack of policies and procedures, or a failure of PJ staff to follow the written policies and procedures.

If the reviewer is only monitoring the PJ’s policies and procedures, completion of the project file questions is not required.

Check as applicable:

Project File – NOT REVIEWED during monitoring because monitoring is focusing only on policies and procedures.

Policies and Procedures NOT REVIEWED during monitoring. Monitoring is focusing on project compliance and noncompliance was not found.

76.

|  |  |  |  |
| --- | --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Does the project file include the written agreement with the homebuyer?  [24 CFR 92.508] | | |
| Yes  No | File #1: | Yes  No | Date of Written Agreement:  Click or tap here to enter text. |
| File #2: | Yes  No | Date of Written Agreement:  Click or tap here to enter text. |
| File #3: | Yes  No | Date of Written Agreement:  Click or tap here to enter text. |
|  | File #4: | Yes  No | Date of Written Agreement:  Click or tap here to enter text. |
|  | File #5: | Yes  No | Date of Written Agreement:  Click or tap here to enter text. |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | | |

77.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Does the written agreement with the homebuyer include each of the following:  [24 CFR 92.504(c)(5)(i)] | | | | | |
|  | | | | | |
| **Written Agreement Requirement** | **File #1:** | **File #2:** | **File #3:** | **File #4:** | **File #5:** |
| 1. Purchase price in compliance with  [24 CFR 92.254(a)(2)(i)](https://www.ecfr.gov/cgi-bin/text-idx?SID=1ae6a6289a821efed55c733d2cd182c2&mc=true&node=se24.1.92_1254&rgn=div8)? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| 1. Housing is the principal residence of an income qualified homebuyer for the duration of the period of affordability? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| 1. Amount and form of assistance? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| 1. Resale or recapture provisions applicable to the property? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| 1. Date by which housing must be acquired? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| 1. Address or legal description of the property? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| 1. Period of affordability applicable to the project? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | | | | |

78.

|  |  |
| --- | --- |
| Does the written agreement with the homebuyer specify remedies or actions the PJ will take if the principal residence requirement is not met for the duration of the period of affordability?  [24 CFR 92.254(a)(3) and 24 CFR 92.205(e)] | |
| File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
| File #4: | Yes  No |
| File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

79.

|  |  |
| --- | --- |
| Does the written agreement with the homebuyer specify the PJ’s refinancing guidelines should the homeowner decide to refinance the superior loan?  [24 CFR 92.254(f)(3)] | |
| File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
| File #4: | Yes  No |
| File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

1. RESPONSIBLE LENDING/LENDER REQUIREMENTS

NOT REVIEWED DURING MONITORING – Check all that apply:

Policies and Procedures NOT REVIEWED, and/or

Project files NOT REVIEWED

80.

|  |  |  |
| --- | --- | --- |
| Does the PJ have homebuyer underwriting and responsible lending policies and procedures?  [24 CFR 92.254(f)(2)] | Did the PJ ensure that the homebuyer’s loan is sustainable over the long-term and does not contain any risky lending features?  [24 CFR 92.254(f)(1) and (2)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

81.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Does the project file include records that demonstrate that the PJ reviewed the homebuyer’s loan to ensure it did not contain risky lending features?  [24 CFR 92.508] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

*Homeownership Assistance Provided Through For-profit/Nonprofit Lenders*

NOT REVIEWED DURING MONITORING – Check all that apply:

Policies and Procedures NOT REVIEWED, and/or

Project files NOT REVIEWED

NOT APPLICABLE - PJ does not provide homeownership assistance through for- or nonprofit lenders.

82.

|  |  |
| --- | --- |
| *If the PJ provides homeownership assistance through lenders*, did the PJ execute a written agreement with the lender specifying the forms and amount of homebuyer assistance, and any conditions that apply to the provision of homeownership assistance?  [24 CFR 92.254(e)(1)] | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

83.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | *If the homebuyer received the HOME homeownership assistance through a lender,* did the PJ verify the income eligibility of the homebuyer?  [24 CFR 92.254(e)(2)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

84.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | *If the homebuyer received the HOME homeownership assistance through a lender*, did the PJ inspect the property for compliance with the property standards of [24 CFR 92.251](https://www.ecfr.gov/cgi-bin/text-idx?SID=1ae6a6289a821efed55c733d2cd182c2&mc=true&node=se24.1.92_1251&rgn=div8)?  [24 CFR 92.254(e)(2)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

85.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | *If the homebuyer received the HOME homeownership assistance through a lender*, did the PJ determine that no fees were charged for the HOME assistance and that any fees charged by the lender for the first mortgage were eligible and reasonable?  [24 CFR 92.254(e)(3)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

86.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | *If the homebuyer received HOME homeownership assistance through a lender,* does the project file include records that demonstrate that the PJ:  [24 CFR 92.508] | | | | | |
| Yes  No |  | **File #1:** | **File #2:** | **File #3:** | **File #4:** | **File #5:** |
| Verified income eligibility of household? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| Inspected the property for compliance with property standards? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
|  | Ensured fees charged by lender were eligible and reasonable? | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | | | | | |

1. OWNERSHIP AND OCCUPANCY

NOT REVIEWED DURING MONITORING – Check all that apply:

Policies and Procedures NOT REVIEWED, and/or

Project files NOT REVIEWED

87.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Was the property acquired in an eligible form of ownership, i.e., fee simple title in a 1 to 4-unit dwelling or in a condominium or other equivalent form of homeownership approved by HUD in writing, and the land is owned in fee simple or the homeowner has a 99-year ground lease?  (For housing located in the insular areas, the ground lease must be 40 years or more; for housing located on Indian trust or restricted Indian lands or a Community Land Trust, the ground lease must be 50 years or more; for manufactured housing, the ground lease must be for a period at least equal to the applicable period of affordability in [24 CFR 92.254](https://www.ecfr.gov/cgi-bin/text-idx?SID=1ae6a6289a821efed55c733d2cd182c2&mc=true&node=se24.1.92_1254&rgn=div8).)  (The participating jurisdiction must determine whether ownership or membership in a cooperative or mutual housing project constitutes homeownership under State law; however, if the cooperative or mutual housing project receives Low Income Housing Tax Credits, the ownership or membership does not constitute homeownership.)  [24 CFR 92.2 and 24 CFR 92.254(c)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

88.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Does the project file include records that demonstrate the property was acquired in an eligible form of ownership?  [24 CFR 92.508] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

1. RESALE AND RECAPUTRE REQUIREMENTS

NOT REVIEWED DURING MONITORING – Check all that apply:

Policies and Procedures NOT REVIEWED, and/or

Project files NOT REVIEWED

89.

|  |  |  |  |
| --- | --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Did the PJ impose resale or recapture provisions on the property?  [24 CFR 92.254(a)(5)] | | |
| Yes  No | File #1: | Yes  No | Resale  Recapture |
| File #2: | Yes  No | Resale  Recapture |
| File #3: | Yes  No | Resale  Recapture |
|  | File #4: | Yes  No | Resale  Recapture |
|  | File #5: | Yes  No | Resale  Recapture |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | | |

90.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Did the PJ impose the correct period of affordability on the property based on:   * ***If resale*** - the total amount of HOME assistance invested in the housing, or * ***If recapture*** - the direct HOME subsidy provided to the homebuyer?   [24 CFR 92.254(a)(4)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

91.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Is the resale or recapture provision applied to the project consistent with the HUD-approved resale or recapture provision in the PJ’s annual action plan for the year in which assistance was provided?  [24 CFR 92.254(a)(5)(i) or (ii)] | |
| Yes  No  N/A | File #1: | Yes  No  N/A |
| File #2: | Yes  No  N/A |
| File #3: | Yes  No  N/A |
|  | File #4: | Yes  No  N/A |
|  | File #5: | Yes  No  N/A |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

92.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | *If resale provisions were imposed on the property*, were the provisions imposed through deed restrictions or covenants running with the land for the period of affordability, or other similar mechanisms?  [24 CFR 92.254(a)(5)(i)] | |
| Yes  No  N/A | File #1: | Yes  No  N/A |
| File #2: | Yes  No  N/A |
| File #3: | Yes  No  N/A |
|  | File #4: | Yes  No  N/A |
|  | File #5: | Yes  No  N/A |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

93.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | *If the property was sold before the end of the affordability period*, was the property:   * Resold in accordance with the resale requirements, or * Did the PJ recapture the assistance in accordance with the recapture requirements?   [24 CFR 92.254(a)(4)] | |
| Yes  No | File #1: | Yes  No  N/A |
| File #2: | Yes  No  N/A |
| File #3: | Yes  No  N/A |
|  | File #4: | Yes  No  N/A |
|  | File #5: | Yes  No  N/A |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

94.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Does the project file include records that demonstrate that the PJ imposed resale or recapture provisions on the property?  [24 CFR 92.508] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

1. LEASE PURCHASE (if applicable)

NOT REVIEWED DURING MONITORING – Check all that apply:

Policies and Procedures NOT REVIEWED, and/or

Project files NOT REVIEWED

NOT APPLICABLE, PJ does not have a lease-purchase program.

95.

|  |  |  |
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| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Was the property purchased by the homebuyer within 36 months of signing the lease purchase agreement?  [24 CFR 92.254(a)(7)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

96.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Did the household qualify as low-income at the time of execution of the lease purchase agreement?  [24 CFR 92.254(a)(7)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

97.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | *If the property was not transferred to an eligible homebuyer within 42 months of executing the lease purchase agreement*, did the PJ convert the unit to rental housing in accordance with [24 CFR 92.252](https://www.ecfr.gov/cgi-bin/text-idx?SID=1ae6a6289a821efed55c733d2cd182c2&mc=true&node=se24.1.92_1252&rgn=div8)?  [24 CFR 92.254(a)(7)] | |
| Yes  No | File #1: | Yes  No  N/A |
| File #2: | Yes  No  N/A |
| File #3: | Yes  No  N/A |
|  | File #4: | Yes  No  N/A |
|  | File #5: | Yes  No  N/A |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

1. PROJECT COMPLETION

NOT REVIEWED DURING MONITORING – Check all that apply:

Policies and Procedures NOT REVIEWED, and/or

Project files NOT REVIEWED

98.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | *If the project is complete*, was the project completed within 4 years of the date the HOME funds were committed to the project?  [24 CFR 92.205(e)(2)] | |
| Yes  No | File #1: | Yes  No  N/A |
| File #2: | Yes  No  N/A |
| File #3: | Yes  No  N/A |
|  | File #4: | Yes  No  N/A |
|  | File #5: | Yes  No  N/A |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

99.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Was there a ratified sales contract with an eligible homebuyer within  9 months of project completion?  [24 CFR 92.254(a)(3)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

100.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | Was all project completion information entered in IDIS within 120 days of the final project draw? The data entered in IDIS (e.g., project address, number of units, beneficiary information) should accurately reflect the data included in the written agreement and project files.  [24 CFR 92.502(d)(1)] | |
| Yes  No | File #1: | Yes  No |
| File #2: | Yes  No |
| File #3: | Yes  No |
|  | File #4: | Yes  No |
|  | File #5: | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

101.

|  |  |  |
| --- | --- | --- |
| Does the PJ have policies and procedures to comprehensively implement this requirement?  [24 CFR 92.504(a)] | *If the project was not completed within 4 years of commitment*, did the PJ request an extension with all the required information listed in  [24 CFR 92.205(e)(2),](https://www.ecfr.gov/cgi-bin/text-idx?SID=1ae6a6289a821efed55c733d2cd182c2&mc=true&node=se24.1.92_1205&rgn=div8) (i.e., status of project, steps being taken to overcome any obstacles to completion, proof of adequate funding to complete project, and a schedule with milestones for completion), or repay the HOME funds?  [24 CFR 92.205(e)(2)] | |
| Yes  No | File #1: | Yes  No  N/A |
| File #2: | Yes  No  N/A |
| File #3: | Yes  No  N/A |
|  | File #4: | Yes  No  N/A |
|  | File #5: | Yes  No  N/A |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | | |

1. RECORD RETENTION

NOT REVIEWED DURING MONITORING

102.

|  |  |
| --- | --- |
| Is the PJ retaining homebuyer development project records for five years after project completion?  [24 CFR 92.508(c)(2)] | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

103.

|  |  |
| --- | --- |
| Is the PJ retaining documents imposing resale or recapture provisions for five years after the period of affordability terminates?  [24 CFR 92.508(c)(2)] | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

104.

|  |  |
| --- | --- |
| Is the PJ retaining homebuyer project written agreement records for five years after the agreement terminates?  [24 CFR 92.508(c)(4)] | Yes  No |
| **Describe Basis for Conclusion:**  Click or tap here to enter text. | |

1. The inclusion of personally identifiable information (PII) should be limited. PII includes any information that is linked or linkable to an individual, such as first and last name, home or cell telephone numbers, address, and social security numbers. To the greatest extent feasible, monitors should use a method of identifying files reviewed that does not include PII. [↑](#footnote-ref-1)