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| **Guide for Review of Match Requirements** |
| **Participating Jurisdiction (PJ):** Click or tap here to enter text. |
| **PJ Staff Consulted:** Click or tap here to enter text. |
| **Fiscal Year (FY) Match Log(s) Reviewed:** Click or tap here to enter text. |
| **Name(s) of HUD Reviewer(s)** | Click or tap here to enter text. | **Date of Review** | Click or tap here to enter text. |

**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.

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| **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 designed to determine the PJ’s compliance with HOME match requirements. HOME match requirements must be met on a Federal fiscal year basis. Consequently, the HUD reviewer should select one or more fiscal years to examine. A separate Exhibit should be used for each fiscal year examined. The reviewer should examine the match log and then verify its accuracy by reviewing all listed contributions or selecting a sample of listed contributions. For those contributions, the reviewer should examine files containing source documentation substantiating the value, timing, and eligibility of the contributions as match.
* The HOME regulations at [24 CFR 92.504(a)](https://www.govinfo.gov/app/details/CFR-2018-title24-vol1/CFR-2018-title24-vol1-sec92-504) require PJs to have comprehensive written HOME program policies and procedures. Where applicable, this Exhibit pairs each policies and procedures requirement with its program match requirement. Reviewers are not required to complete both questions if the monitoring is not addressing both policies and procedures and program match requirements. However, if match 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 must adequately describe the basis for any findings in the “Describe Basis for Conclusion” section of each section, being careful to note which match source and documentation is not compliant and why.
* This Exhibit is divided into two sections that must be completed by the reviewer.
	+ A. Eligibility
	+ B. Documentation

**Questions:**

1. Eligibility

1.

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| Does the PJ have policies and procedures to comprehensively implement this requirement?[24 CFR 92.504(a)][ ]  Yes [ ]  No[ ]  Not Reviewed | Are contributions eligible forms of match? * Includes cash and nonfederal sources waived, foregone, or deferred fees by States or localities, or associated with the transfer or development of real estate; donated real property; cost of on-site or off-site infrastructure directly required for HOME-assisted projects; bond proceeds; donated materials; donated equipment; volunteer labor or professional services; value of sweat equity (for homeownership projects); cost of supportive services provided to families residing in HOME-assisted units; or the cost of homebuyer counseling provided to HOME-assisted families.
* Contributions do not include:
	+ Contributions from other Federal resources, including CDBG funds;
	+ The interest rate subsidy attributable to the Federal tax-exemption on financing or the value of Federal tax credits;
	+ Owner equity or investment in the project;
	+ Cash or other contributions from applicants for or recipients of HOME assistance or contracts; or,
	+ Contributions from investors who own, are working on, or are proposing to apply for assistance for a HOME project.

[24 CFR 92.220(a) and (b)]  |
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 | [ ]  Yes [ ]  No  |
| **Describe Basis for Conclusion:**Click or tap here to enter text. |

2.

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| *If contributions are made to non-assisted units in housing that is partially HOME-assisted*, are at least 50% of the units in the project HOME-assisted? [24 CFR 92.219(a)(3)] | [ ]  Yes [ ]  No [ ]  N/A |
| **Describe Basis for Conclusion:**Click or tap here to enter text. |

3.

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| --- | --- |
| *If contributions are made to the commercial space in mixed-use projects*, is at least 51% of floor space residential and are at least 50% of the dwelling units HOME-assisted? [24 CFR 92.219(a)(4)] | [ ]  Yes [ ]  No [ ]  N/A |
| **Describe Basis for Conclusion:**Click or tap here to enter text. |

4.

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| *If contributions are made to tenant-based rental assistance (TBRA) that is not HOME-assisted*, does the contribution meet the requirements for HOME match-eligible TBRA including each of the following: [24 CFR 92.219(b)(1); 24 CFR 92.203 and 24 CFR 92.209] |
| Tenant is income eligible based on HOME income determination requirements? | [ ]  Yes [ ]  No [ ]  N/A |
| TBRA is provided only for HOME eligible TBRA costs? | [ ]  Yes [ ]  No [ ]  N/A |
| Tenant was selected based on written tenant selection policies in the PJ’s Consolidated Plan? | [ ]  Yes [ ]  No [ ]  N/A |
| The tenant’s rent meets the PJ’s rent reasonableness standard? | [ ]  Yes [ ]  No [ ]  N/A |
| Housing occupied by the tenant meets Housing Quality Standards (HQS) set forth in [24 CFR 982.401](https://www.govinfo.gov/app/details/CFR-2018-title24-vol4/CFR-2018-title24-vol4-sec982-401)? | [ ]  Yes [ ]  No [ ]  N/A |
| **Describe Basis for Conclusion:**Click or tap here to enter text. |

5.

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| *If contributions are made to housing that is* ***not*** *HOME-assisted*, does the housing meet the requirements for HOME match-eligible housing including each of the following: [24 CFR 92.219(b)(2); 24 CFR 92.251-254; and 24 CFR 92.203] |
| 1. Housing meets the HOME homebuyer or rental housing affordability requirements in accordance with [24 CFR 92.252](https://www.govinfo.gov/app/details/CFR-2018-title24-vol1/CFR-2018-title24-vol1-sec92-252) or [24 CFR 92.254](https://www.govinfo.gov/app/details/CFR-2018-title24-vol1/CFR-2018-title24-vol1-sec92-254) as applicable?
 | [ ]  Yes [ ]  No [ ]  N/A |
| 1. Before the match is made, the PJ has an executed written agreement with the owner (or if the PJ owns the project, with the developer or manager) that imposes affordability restrictions, tenant protections (if housing is rental), property standards, and income determination requirements?
 | [ ]  Yes [ ]  No [ ]  N/A |
| 1. The PJ established a procedure to monitor for continued compliance?
 | [ ]  Yes [ ]  No [ ]  N/A |
| **Describe Basis for Conclusion:**Click or tap here to enter text. |

6.

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| *If contributions are made to housing that is* ***not*** *HOME-assisted*, are the forms of match eligible for this type of housing (i.e., not on-site or off-site infrastructure, forbearance of fees or charges, supportive services, or homebuyer counseling)? [24 CFR 92.219(b)(2)(iv)] | [ ]  Yes [ ]  No [ ]  N/A |
| **Describe Basis for Conclusion:**Click or tap here to enter text. |

7.

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| Was the value of each matching contribution calculated properly? [24 CFR 92.220] | [ ]  Yes [ ]  No [ ]  N/A |
| **Describe Basis for Conclusion:**Click or tap here to enter text. |

8.

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| Were the match contributions credited at the correct time?* Cash contribution credited when funds expended;
* Grant equivalent of below-market interest rate loan credited at loan closing;
* Value of state or local taxes, fees, or other charges waived, foregone, or deferred when officially waived, foregone or deferred;
* Value of donated land or other real property credited at time of property transfer;
* Cost of investment in infrastructure directly required by HOME-assisted project credited at time funds expended or at commitment if infrastructure was completed prior to commitment;
* Value of donated materials credited at time it is used for affordable housing;
* Value of site preparation or construction equipment credited at time equipment is used for affordable housing;
* Value of donated or voluntary labor or professional services credited when performed;
* Loan made from bond proceeds credited at loan closing;
* Direct cost of social services and homebuyer counseling services credited when services provided.

[24 CFR 92.221(a)] | [ ]  Yes [ ]  No  |
| Describe Basis for Conclusion:Click or tap here to enter text. |

9.

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| *If the affordable housing project involved more than one PJ,* was the credit for the match contribution assigned properly? * If HOME-assisted, the PJ making the match contribution decides to retain or permit the other PJ to claim.
* If not HOME-assisted, only the PJ that makes the match receives the credit.
* States making match to either HOME- or non-HOME-assisted may take match or may permit local PJ to receive match.

[24 CFR 92.221(c)] | [ ]  Yes [ ]  No [ ]  N/A |
| **Describe Basis for Conclusion:**Click or tap here to enter text. |

10.

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| *If the match credit is for the development of affordable homeownership housing for sale to homebuyers*, were the match contributions credited properly?* The sales price is reduced by the amount of the contribution; **or**
* If development costs exceed fair market value, the contribution enable the housing to be sold for less than the development cost.

[24 CFR 92.221(d)] | [ ]  Yes [ ]  No [ ]  N/A |
| **Describe Basis for Conclusion:**Click or tap here to enter text. |

1. Documentation

11.

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| Does the PJ have a running match log and program records indicating the type and amount of match contributions and the date credited? [24 CFR 92.508(a)(2)(ix)] | [ ]  Yes [ ]  No  |
| **Describe Basis for Conclusion:**Click or tap here to enter text. |

12.

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| Do the match log and program records indicate that the PJ has met its annual match requirement for the program year reviewed? [24 CFR 92.218] | [ ]  Yes [ ]  No  |
| **Describe Basis for Conclusion:**Click or tap here to enter text. |

13.

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| Has the PJ adequately documented the eligibility and value of match contributions? [24 CFR 92.219; 24 CFR 92.220; 24 CFR 92.221 and 24 CFR 92.508(a)(2)(ix)] | [ ]  Yes [ ]  No  |
| **Describe Basis for Conclusion:**Click or tap here to enter text. |