# CHECKLIST FOR MONITORING CONTRACT ADMINISTRATORS

This Checklist is to be used by HUD Field Offices in monitoring the performance and compliance of contract administrators administering HUD subsidy contracts.

**Name of Contract Administrator**

**Address**

**Administrative Fee received during last year:**

**HUD Field Office.**

## QUESTIONS

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<tr>
<th>Questions</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td><strong>I. GENERAL</strong></td>
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<td><strong>A. Contract Compliance</strong></td>
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<tr>
<td>1. Is the contract administrator in compliance with the terms and conditions of the contract to administer the subsidy contract?</td>
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<td>2. Does the contract administrator adequately monitor the performance of the project owner and management agent?</td>
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<td>3. Does the contract administrator provide management oversight, supervision, and guidance to the project owner/management agent?</td>
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<td>4. Has the contract administrator required the owner to complete all required certifications?</td>
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<td>5. Has the contract administrator checked and verified that there is no waste fraud and mismanagement?</td>
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<tr>
<td>6. Does the contract administrator adequately review budgets, requisitions, and year-end settlements submitted by the owner. What systems are in place to verify that owners are not submitting unsubstantiated requisitions.</td>
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**Corrective Actions**

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**B. Performance Compliance**

1. Does the contract administrator maintain the
Checklist for Monitoring Project Owners with Subsidy Contracts in tracking the completion of on-site management reviews, physical inspections, unit inspections, annual financial statement reviews, meals agreement review, and tenant complaint review?  _____  _____

2. Is the contract administrator in compliance with the requirements of this Handbook?  _____  _____

Corrective Actions_____________________________________
_______________________________________________________
_______________________________________________________
_______________________________________________________

II. ORGANIZATION AND OPERATIONS

A. Organization

1. Does the contract administrator understand its role and responsibilities to HUD and project owners?  _____  _____

2. Does the contract administrator have the appropriate trained staff to administer all aspects of the subsidy contract?  _____  _____

3. Are there adequate methods established for measuring and monitoring owner/management agent performance?  _____  _____

Corrective Actions_____________________________________
_______________________________________________________
_______________________________________________________
_______________________________________________________

B. Management Oversight

1. Does contract administrator respond in a timely manner to findings and recommendations of HUD Field office reviews?  _____  _____

2. Does contract administrator review and verify the use of project funds?  _____  _____

3. Does contract administrator require the owner to establish and maintain reserves for replacement account and, where applicable, residual receipts account?  _____  _____

4. Does contract administrator process rent increases in a timely manner?  _____  _____
5. Does the contract administrator provide the necessary review of the required annual audited financial statements? _____ _____

6. Does contract administrator follow guidelines described in HUD Handbook 4350.3 for marketing, tenant selection, recertification, eviction, and other occupancy requirements? _____ _____

7. Does contract administrator require and process HUD Form 2530 for all new project owners and management agents in HUD programs? _____ _____

8. Does contract administrator require owners to comply with income mix standards? _____ _____

9. Does the contract administrator monitor the project owner submission of excess income reporting and payment? _____ _____

10. Has the contract administrator required the project owner to submit HUD Form 52684, Section 8 Utilizations Form? _____ _____

11. Has the contract administrator submitted the HUD Form 52684 to HUD as required? _____ _____

Field Office must verify that the contract administrator is not transferring unused Section 8 funds to other projects.

Corrective Actions
____________________________________
____________________________________
____________________________________

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2. Does contract administrator review and verify the use of project funds? _____ _____

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11. Has the contract administrator submitted the HUD Form 52684 to HUD as required? Field Office must verify that the contract administrator is not transferring unused Section 8 funds to other projects.

Corrective Actions

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