



03608

# Guidelines for Regional Office Review of Field Office (FO) Monitoring of the SHDP

U.S. Department of Housing and Urban Development  
Office of Housing  
Federal Housing Commissioner

Name of Reviewer	Field Office Reviewed
Name of Reviewer	FOM Attending Review
Date of Review	FOM Attending Review

Other FO Staff (and/or FOMs) involved in the review:

## I. Grantee File Review

### A. Reimbursement Records

Is the FO file of SF-270s complete for each grantee?  
If not, what will the FO do to complete their records?

Yes  No

Is there evidence that the SF-270s are processed within three days of receipt (or clarification/correction)?  
If not, why not?

Yes  No

If there is/was a problem noted, is there evidence of problem tracking, and eventual payment of the SF-270?  
If not, on what basis are incorrect SF-270s being approved?

Yes  No

Do all SF-270s track directly from one to the next (that is, item 11(h) on current SF-270 equals item 11(h) plus 11(i) on the prior form, with all other arithmetic correct)?  
If not, on what basis is the FO controlling the use of SHDP dollars?

Yes  No

Are the advance and rehab draws approved over time reasonably consistent with the approved budget?

Yes  No

If reimbursements are not consistent with the budget, is the FO investigating problem(s), or has it done so, including complete documentation?  
If not, how are differences being reconciled?

Yes  No

### B. Other Reports

Does each grant file contain: (1) grant application, (2) grant agreement, and (3) any amendments thereto?  
If not sure or no, what is the FO doing to make sure it has all necessary documents on each grantee?

Yes  No  Not Sure

Does each file contain an annual report, an annual (estimated and final) SF-269 and appropriate action correspondence from the RO or HQ?

Yes  No

Do program reports contain all information required by the grant agreement and HQ?  
If no to either of the above, what is/will the FO do to correct discrepancies and/or get copies of missing information?

Yes  No

---

**II. On-Site Reviews**

When was the most recent on-site review completed?  
(List for each grant)

If any grantee has had its last visit more than 9 months ago, remind the FO to get ready to schedule the next visit to that site. Attempt to get a date (or date range) committed by the FO before you leave.

**Note:** We encourage the RCP to accompany the FOM on at least one grantee's annual on-site visit each year (one visit annually per Region)  
State any comments related to the above here.

Was the SHDP monitoring form utilized, fully filled out and in the grantee's file?

Yes  No

Was a copy sent to HQ?

Yes  No

If no to either or both, please state the proposed resolution

---

**III. Other**

If FO staff assigned as FOM(s) on the SHDP have changed since the SHDP training in February 1988, is there evidence that the current FOM(s) has/have received any SHDP training/orientation, and the required Government Technical Representative (FOM) training from the Regional Contracting Officer (RCO)?

Yes  No

If FOM(s) has/have not had training, who is authorized to sign SHDP documents?

Has the authorized individual been approved by the Director, THDS?

Yes  No

If not, please contact the Desk Officer to deal with needed approval(s).

If training is needed, please work with the RCO for its provision; the RCP should provide a program orientation to the new FOM(s).

What recommendations would you make to the FO so they may improve monitoring/operations of the project(s)? (Include need for training.)

What recommendations would you make to HQ (if any) concerning the SHDP function in \_\_\_\_\_ Field Office?