HOME INITIAL RENTAL MONITORING

Awardee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address/County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IDIS#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Completion Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A. TENANT SELECTION**

1.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If the project has five or more HOME-assisted units, is it complying with the affirmative marketing requirements? [24 CFR 92.351] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Comments:** **Methods on informing for Affirmative Marketing-** |

**B. INITIAL RENTS & OCCUPANCY**

2.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are tenants income-eligible at the time of initial occupancy? [24 CFR 92.203 “Low-income family” & 24 CFR 92.252]No more than 6 months before execution of lease [24 CFR 92.203(d)(2)] |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:** Applicant: Move In: \_\_\_\_\_\_\_\_\_ Application Date: # In Family: Age & Sex of Children: Date Income Verified:  Is anyone in the household attending a school of higher education: \_\_\_Y \_\_\_N If Yes, did they meet an exception: \_\_\_\_Y \_\_\_\_N \_\_\_\_N/A  |
|  |
|  |
|  |

3.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| a. Are initial tenant incomes determined based upon at least 2 months source documentation and no more than 6 months before execution of the lease. [24 CFR 92.203(a)(1)(i)]  |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:** |
|  Source of Income -  Assets -  |
| b. Is income being determined in accordance with the *Part 5:*  [24 CFR 5.609]  |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:** **HUD HOME INCOME LIMIT -$\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_%** **High HOME \_\_\_ Low HOME \_\_\_** |
|  Gross Annual Income –   |
|  |

4.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *If tenants will pay utilities and services,* did the PJ use the HUD Utility Schedule Model or otherwise determine the utility allowance for the project based on the type of utilities used at the project?*(Post 8/23/2013 PHA will not be permitted)*[24 CFR 92.252(d)(1)] |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:** |
| Method used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Utility Allowance - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tenant pays - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Owner pays - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

 5.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are correct HOME rent limits being used? [24 CFR 92.252(a) and (b)and (f)] |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:**Rent - $ \_\_\_\_\_\_\_\_\_\_\_ HUD $\_\_\_\_\_\_\_\_\_\_ # of Bedrooms \_\_\_\_\_ LimitU/A - $ \_\_\_\_\_\_\_\_\_ HH \_\_\_\_ LH \_\_\_\_ |
|  TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

**C. LEASE COMPLIANCE**

6**.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Do leases have the required lease provisions and are free of prohibited lease language? [24 CFR 92.253(b)]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Agreement to be sued, admit guilt, or judgement in favor of landlord in a lawsuit over the lease? |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| Treatment of property (ability to take, hold or sell property of household without notice to tenant or court decision unless tenant has moved out and state law allows)? |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| Excusing owner from responsibility for any action? |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| Waiver of notice of lawsuit? |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| Waiver of legal proceedings relating to eviction? |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| Waiver of jury trial? |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| Waiver of right to appeal court decision? |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| Tenant chargeable with cost of legal action regardless of outcome? |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| Mandatory supportive services other than a tenant in transitional housing? |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |

 |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:** |
|   |

7.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Complies with the VAWA requirements prescribed in 24 CFR 92.359(e)  |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |

8.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are the leases for a minimum of one year (unless otherwise agreed upon by tenant and owner)? [24 CFR 92.253(a)] |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:** |
|  Name on Lease: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lease Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |

9.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| As tenants vacate low HOME rent units, are they replaced by other tenants with incomes below 50% of Area Median Income? [24 CFR 92.252(i)]  |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Comments:** |

10.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *If the HOME- assisted units are fixed*, when a tenant’s income increased above 80% of the area median income, is the project owner increasing the rent to the lesser of the amount payable by the tenant under state or local law, or 30% of the tenant’s adjusted income, except that tenants HOME-assisted units that have been allocated low-income housing tax credits (LIHTC) must pay the rent governed by LIHTC. [24 CFR 92.252(i)(2)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |

11.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *If the HOME- assisted units float*, when a tenant’s income increased above 80% of the area median income, is the project owner increasing the rent to the lesser 30% of adjusted income or market rent (except that tenants of HOME-assisted units that have been allocated low-income housing tax credits (LIHTC) must pay the rent governed by LIHTC, and leasing the next available, comparable unit to HOME-eligible tenant? [24 CFR 92.252(i) and (j)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |

**D. SUBSIDY**

12.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  a. Is the HOME subsidy to the project at least $1000 per unit? [24 CFR 92.205(c)]  |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  |  |
| **Yes** | **No** |  |

 |
| **Comments:** |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total HOME Funds Number HOME Units Average HOME Cost Per Unit  Actual Per Unit Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period of Affordability \_\_\_\_\_\_\_\_\_\_ |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  b. Is the HOME per-unit subsidy to the project less than or equal to the maximum per unit subsidy? [24 CFR 92.250(a)] |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:** |
|  **221(d)(3) aka Max Subsidy Limit: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Number of Bedrooms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
|  |

**E. PROPERTY STANDARDS & CONSTRUCTION MANAGEMENT**

15.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do written agreements contain all applicable HOME provisions? [24 CFR 92.504(c)(3)]  |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:** |
|  |

16.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Does the PJ have ongoing property condition standards including all the following:[24 CFR 92.251(f)]State and local codes, ordinances and requirements, or in the absence of such codes, the inspectable items and areas prescribed by HUD based on HUD’s UPCS?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *If applicable*, ongoing lead-based paint maintenance requirements of 24 CFR part 35.935?Year Built \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |

  |  |
| **Describe Basis for Conclusion:** |
|  |
|   |

17.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Did the PJ inspect a sample of units appropriate for the size of the HOME-assisted property? If the project includes one to four HOME-assisted units, the PJ must inspect 100% of the HOME unit and the inspectable items (site, building exterior, building systems, and common areas) for each building housing the HOME units [24 CFR 92.504(d)(1)(ii)(A)] |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:** |
|  |

**F. RECORD RETENTION**

18.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Based upon a review of project case files and related files (e.g., income files, on-site inspections), is the documentation maintained sufficient to demonstrate compliance with applicable HOME requirements?[24 CFR 92.508(a)(2) and (3)] |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:** |
|  |
|  |

19.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are records regarding individual tenant income verifications, project rents, and project inspections retained for five years after the termination of the affordability period? [24 CFR 92.508(c)(1)] |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:** |
|  **\_\_\_\_ Onsite** **\_\_\_\_\_Offsite** |

20.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are any other records retained for five years after project completion i.e. rental project written agreement records? [24 CFR 92.508(c)(1)(4)] |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:** |
| List other records retained: |

**G. OTHER FEDERAL REQUIREMENTS**

21.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Relocation notice to tenant (if applicable)? [24 CFR 92.353] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Comments:** |
|  |
|  |

22.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If the project involved rehabilitation, does it comply with the lead hazard reduction requirements of Part 35, if applicable? (Complete the appropriate sections of Lead Hazard Monitoring Exhibit 24-1.] [24 CFR 92.355]  |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Comments:**  Built \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  **Lead Based Paint Notification: \_\_\_Y \_\_\_N Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Property Tested for lead based paint: \_\_\_Y \_\_\_N** **Procedures followed when lead based paint found: \_\_\_Y \_\_\_N** |

23.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Is there a recorded deed restriction on the property to ensure its continued use as affordable rental housing and adherence to all applicable requirements? [24 CFR 92.252(e)] |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:** |
|  **Deed Restriction** **Initial Bk \_\_\_\_\_\_\_\_ Pg \_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Amended Bk \_\_\_\_\_\_\_\_ Pg \_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Affordability Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

24.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| a. Was an environmental review completed for the project? (Complete Exhibit 21-1 to answer this question.) [24 CFR 92.352]  |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:** |
|  **Type of Determination:** **Exempt \_\_\_\_\_** **Categorically Excluded not Subject to 58.5 \_\_\_\_** **Categorically Excluded Subject to 58.5 \_\_\_\_** **SHPO \_\_\_\_\_\_\_\_** **OHFA Release of Funds Date \_\_\_\_\_\_\_\_\_\_\_\_** |
| b. Does project comply with flood insurance protection when assistance was used for acquisition or construction (including rehabilitation) of real property located within the Special Flood Hazard Area (SFHA)? (Use Exhibit 27-1 of this Handbook, “Guide for Review of Flood Insurance Protection.) [24 CFR 92.352]  **OHFA DOES NOT FUND IN FLOODPLAINS** |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:** |
|   **Source Document: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_** |

25.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If the project has 12 or more HOME-assisted units, does the file documentation indicate that the Awardee applied the Davis Bacon labor standards requirements to the project? [24 CFR 92.354] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Comments:** **Wage rates obtained from OHFA - \_\_\_\_\_\_Y \_\_\_\_\_\_\_N** **Wage rates posted at job site - \_\_\_\_\_\_\_\_Y \_\_\_\_\_\_\_\_N** **Were weekly payroll documents obtained - \_\_\_\_\_\_\_Y \_\_\_\_\_\_\_\_N** **Were job interviews conducted - \_\_\_\_\_\_\_\_\_Y \_\_\_\_\_\_\_\_\_\_N** **Documentation no debarred or suspended contractors used - \_\_\_\_\_\_\_Y \_\_\_\_\_\_\_N** |

**H. PROCUREMENT AND CONTRACTOR OVERSIGHT**, if applicable

*Instructions: If the PJ procured the services of a contractor to administer its rental compliance program, the PJ must adhere to the procurement requirements of 2 CFR part 200. The HOME regulations at 24 CFR 92.504(b) 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.*

26.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ensure contractors are not excluded, disqualified or otherwise ineligible (e.g., suspension, debarment, or limited denial of participation) for Federal procurement and non-procurement programs at the time of contract execution or during the period of project work? [24 CFR 92.350(a) and 24 CFR 85.35] |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:** |
|   **Contractor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **SAMS Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

27.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Was a final inspection performed? [24 CFR 92.251(a) and 24 CFR 85.36(b)(2)] |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:** |
|  Inspected by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ & Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

28.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *If the PJ procured the services of a contractor to administer its rental compliance functions*, did the PJ adhere to the procurement requirements of 2 CFR part 200? [24 CFR 92.502(c)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Comments:** |
|  |

29.

|  |
| --- |
| **New Construction only**: |
| a. Was a pre-construction meeting held? |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| b. Cost estimate?  [24 CFR 92.505 and 24 CFR 85.36(f)]  |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Comments:** **Pre-construction meeting date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Cost estimate: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

30.

|  |
| --- |
| **Acquisition / Rehabilitation only**: |
| a. Were the rehabilitation standards followed? [24 CFR 92.251(b)(1)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| b. Was a pre-construction meeting held? |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Comments:** **Pre-construction meeting date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

31.

|  |
| --- |
| **Acquisition / Rehabilitation only**: |
| Is there a Scope of work (work write-up) and final inspection to indicate that the project met all applicable property standards at completion? [24 CFR 92.251(b)(2)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Comments:** |
|  Initial Inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Write-up Estimate: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

32.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Was there a review of change orders for any changes in the scope of work and approval? [24 CFR 92.505 and 24 CFR 85.36(b)(2) and (f)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Comments:** |
|  |

33.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Were progress inspections of the project performed prior to approving request for payment? [24 CFR 92.505 and 24 CFR 85.36(b)(2)]  |

|  |  |
| --- | --- |
| [ ]  | [ ]  |
| **Yes** | **No** |

 |
| **Comments:** |
|  Dates:  |

**I. CONTRACTOR SELECTION - Contract between the Awardee and the Contractor**

34.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Is there a written agreement between the PJ and Contractor and does the written agreement contain all required provisions? (See Exhibit 7-34, “Guide for Review of Contractor Written Agreements.”) [24 CFR 92.504(c)(5)]  |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Comments:** **Date signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

35.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Is there a written agreement describe the use of HOME funds, including the task(s) to be performed? [24 CFR 92.504(c)(4)(i)] [24 CFR 92.504(b), 24 CFR 92.2]  |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Comments:** |

36.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Is there a written agreement specify the duration of the agreement (Generally the duration of the agreement should not exceed two years)?[24 CFR 92.504(c)(4)(i) and (iii)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Comments:** |

37.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Is there a schedule for the completion of tasks that contains sufficient detail to enable the PJ to effectively monitor performance under the agreement? [24 CFR 92.504(c)(4)(i)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Comments:** |

38.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Is there a budget for the project that contains sufficient detail to enable the PJ to effectively monitor performance under the agreement? [24 CFR 92.504(c)(4)(i)]  |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Comments:** |

39.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If the Awardee selects contractors, is a competitive bidding process used (i.e., public invitation for bids; multiple bids solicited; cost reasonableness test applied)? [24 CFR 92. 505; 24 CFR 85.36(c)]  |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Comments:**  **Is there a pre-qualified list established by a solicitation process used? \_\_\_\_\_\_\_\_\_** **How do you advertise?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Are bid proposal’s advertised 2 wks prior to opening? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Are bids opened publicly?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Was there evidence of attempts to hire Minority Business Enterprise (MBE) or**  **Women’s Business Enterprise (WBE) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Was there evidence of attempt to hire Section 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ contractors/subcontractors\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |

40.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Was the rationale for the selection of the contractor documented? [24 CFR 92.505; 24 CFR 85.36(b)(9)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Comments:** Bid Tabulations: |

41.

|  |
| --- |
| Does the file contain: |
| a. Final Lien Release? [24 CFR 92.505 and 24 CFR 85.36(b)(2)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| b. Contractor Warranty or Equipment Warranties? [24 CFR 92.505 and 24 CFR 85.36(b)(2)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Comments:** |