HOME HOMEBUYER MONITORING

ACQUISITION/REHAB & NEW CONSTRUCTION

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

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

Owner/IDIS #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. PARTICIPANT ELIGIBILITY

1.

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

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

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

 \*OHFA may want to see marketing requirements and procedures.

 \*OHFA may want to see records of implementation of marketing strategies

2.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Is homebuyer income-eligible at the time HOME funds are committed? [24 CFR 92.2 “Low-income family”] |

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

 |
| **Comments:** Applicant: # In Family Age & Sex of Children  |
|   Is anyone in the household attending a school of higher education: \_\_\_\_Y \_\_\_\_N (If yes, must meet an exception & complete a HOME Student Status Affidavit)  |
|  |

3.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| HUD approved Certified Housing Counseling (Eff. 8/1/2021):[24 CFR 92.254(a)(3)] Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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

 |

4.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| a. Is the homebuyer’s income determination based upon two (2) months source documentation and not more than 6 months before the HOME funds were committed? [24 CFR 92.203(a)(2) and 24 CFR 92.203(d)(2)]  |

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

 |
| **Comments:** |
|  Source of Income –  Assets - Child Support -  |
| b. Is income being determined in accordance with the *Technical Guide to Determining Income and Allowances for the HOME Program*? [24 CFR 92.203 (b)] [24 CFR 5.609] |

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

 |
| **Comments:** |
|  HUD HOME INCOME LIMIT - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Gross Annual Income – Use income limits in effect at the time Written Agreement is signed between Awardee and Homebuyer. Verification forms can be no older than 6 months prior.  |
|  |

5.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Was the form of ownership eligible under the HOME Program (i.e., fee simple title; 99-year lease; 50-year lease on Indian lands; condominium or cooperative, if considered homeownership; or other equivalent form of homeownership approved by HUD)?  [24 CFR 92.2, “Homeownership”]; [24 CFR 92.254(c)] |

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

 |
| **Comments:** Form of ownership: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bk \_\_\_\_\_\_\_\_\_ Pg \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name on Deed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

B. PROPERTY ELIGIBILITY AND PROPERTY STANDARDS

6.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Does the file list the property as a single-family home (1- 4 units)? [24 CFR 92.254(a)(1); 24 CFR 92.2] |

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

 |
| **Comments:**  |

7.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Did the HOME investment total at least $1,000 per HOME-assisted unit, but no more than the maximum HOME subsidy amount? [HOME: 24 CFR 92.205(c); 24 CFR 92.250(a)] |

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

 |
| **Comments:** **221(d)(3) aka Max Subsidy Limit: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Use the maximum subsidy limits at the time the WA is signed between OHFA and Awardee |

8.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Was the sales price, or, if applicable, the after-rehabilitation property value less than 95% of the area median single family purchase price? [HOME: 24 CFR 92.254(a)(2)] |

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

 |
| **Comments:**  **Actual Purchase Price: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **HOME Homeownership Value Limits: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (aka 95% Median Purchase Price or 203(b)) |

NEW CONSTRUCTION

9.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If project is new construction of a unit, does the final inspection confirm that the property met all applicable property standards at completion?[24 CFR 92.251(a)] |

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

 |
| **Comments:** |
|  Date of Final Inspection or Certificate of Occupancy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inspected by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

10.

|  |
| --- |
| For project involving New Construction: |
| a. Was a pre-construction meeting held? |

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

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

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

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

ACQUISITION/REHABILITATION

11.

|  |
| --- |
| For project involving rehabilitation: |
| a. Were the rehabilitation standards followed? [24 CFR 92.251(a)(1)] |

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

 |
| b. Was the after rehabilitation value of the property determined using  appropriate methods (e.g., appraisal, tax assessments or assessment by qualified staff)? [24 CFR 92.254(b)] |

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

 |
| c. Was the value estimate based upon after rehabilitation value? [24 CFR 92.254(a)(2)(ii)] |

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

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

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

 |
| **Comments:** **Method used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **After Rehab Value: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Pre-construction meeting date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

12.

|  |
| --- |
| Does the work write up: |
| a. Include all work noted on the initial inspection report?  [24 CFR 92.251] |

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

 |
| b. Documentation of initial inspection? [24 CFR 92.505(a) and 24 CFR 85.36(f)]  |

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

 |
| c. Work write-up(scope of work)/cost estimate?  [24 CFR 92.505(a), 24 CFR 85.36(f), and 24 CFR 92.251(b)(2)] |

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

 |
| d. Documentation of progress inspections & approval before payment?  [24 CFR 92.505(a) and 24 CFR 85.36(b)(2)] |

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

 |
| **Comments:** **Date of initial inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Inspected by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date of work write-up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Cost estimate: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Progress Inspections: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

C. ELIGIBLE/REASONABLE COSTS

13.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If unit was rehabilitated or newly constructed, do the costs appear to be reasonable?[24 CFR 92.505(a); 2 CFR 200] |

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

 |
| **Comments:** |

14.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Was the amount of assistance provided to the homebuyer reasonable (i.e., did not provide a subsidy in excess of what was needed to purchase the unit, based upon a review of individual financial circumstances)? [24 CFR 92.505(a); 2 CFR 200] |

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

 |
| **Comments:** **Amount of HOME Assistance: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Mortgage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Interest: \_\_\_\_\_\_\_\_\_\_\_\_\_** **Payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Terms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

15.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Was the subsidy provided in an eligible form of investment (i.e., equity investments, interest bearing or non-interest-bearing loans or advances, interestsubsidies, deferred payment loans, grants, or loan guarantees)?[24 CFR 92.205(b)] |

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

 |
| **Comments:** |

16.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Does the awardee have underwriting standards that are reasonable to the homebuyer and provides what is needed or no more than specified amount? [24 CFR 92.254(f)] |

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

 |
| Has the awardee provided proof of the methodology used? |

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

 |
| **Comments:**  |

17.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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** |

 |
| **Comments:**  |

D. OTHER REQUIREMENTS

18.

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

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

 |
| **Comments:** |
| Ensure use of the voluntary sale disclosure / Chapter 20 |

19.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 \_\_\_\_ (*radon test not required)*** **Categorically Excluded Subject to 58.5 \_\_\_\_** **SHPO \_\_\_\_\_\_\_\_** **OHFA Release of Funds Date \_\_\_\_\_\_\_\_\_\_\_\_** |

20.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Has the Awardee complied 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

21.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Does the Awardee have a procedure to ensure that projects meet the lead safety regulations of Part 35 pursuant to 24 CFR 92.355, if applicable? (See Lead Hazard Monitoring Guidance, Exhibits 24-1, 24-2, 24-3 or 24-4.)  |

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

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

22.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Does the Awardee have a procedure to ensure that projects meet the radon safety regulations and are below the levels to be below 4.0 pCi/L, in accordance with 24 CFR 50.3(i)(1) and 58.5(i)(2)(i).  |

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

 |
| **Comments:**  **Radon Notification: \_\_\_Y \_\_\_N Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Property Tested for radon: \_\_\_Y \_\_\_N \_\_\_\_N/A** **Procedures followed when lead based paint found: \_\_\_Y \_\_\_N \_\_\_\_N/A** |

E. RESALE/RECAPTURE OPTIONS

23.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have recapture or resale options been imposed? [24 CFR 92.254(a)(5)] |

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

 |
| **Comments:**  Resale: \_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|   Recapture: \_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_  |

24.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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** |

 |
| **Comments:** |
|    |

25.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Was the correct period of affordability established for the project, based upon the total amount of HOME assistance provided to the homebuyer if under a resale provision or the direct subsidy provided with HOME funds, if under a recapture provision?[HOME: 24 CFR 92.254(a)(4) |

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

 |
| **Comments:** |
|  **Period of Affordability:** **Under $15,000 5 Years \_\_\_\_\_\_\_\_** **$15,000 to $40,000 10 Years \_\_\_\_\_\_\_\_** **Over $40,000 15 Years \_\_\_\_\_\_\_\_** |
|  |

26.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If recapture provision is used, are requirements incorporated into a deed or trust and/or promissory? [24 CFR 92.254(a)(5)(ii)] |

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

 |
| **Comments:** **Bk \_\_\_\_\_\_\_\_\_\_ Pg \_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

27.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If a resale option has been imposed, is a deed restriction or covenants running with the land placed on the property for the period of affordability? [24 CFR 92.254(a)(5)(i)] |

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

 |
| **Comments:** **Initial Bk \_\_\_\_\_\_\_\_ Pg \_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

F. WRITTEN AGREEMENTS

28.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Is there a written agreement between the Awardee and homebuyer and does the written agreement contain all required provisions? (See Exhibit 7-14, “Guide for Review of Beneficiary Written Agreements.”) [24 CFR 92.504(c)(5)]  |

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

 |
| **Comments:****Date signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** WA must not be dated until after the ER is cleared**Date Income Verified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Verif. must not be older than 6 mo. from date of WA**Date Environmental Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

29.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Does the written agreement with the homebuyer specify that the buyer must use the property as a principal residence throughout the period of affordability and specify remedies or actions that will be taken if the principal residence requirement is not met for the affordability period? [24 CFR 92.254(a)(3); 24 CFR 92.254(a)(5); 24 CFR 92.504(c)(5)(i)]  |

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

 |
| **Comments:** |

30.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Is there adequate procedures and controls in place to ensure that the Awardee is aware that a homebuyer is reselling the property during the period of affordability? [24 CFR 92.505(a); 24 CFR 85.20(b)(3)] |

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

 |
| **Comments:** |
|  **Homeowner Insurance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Policy # - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Coverage Amount - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Agency has process to ensure policy stays in effect for the period of affordability:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

G. CONTRACTOR SELECTION & CONSTRUCTION MANAGEMENT

31.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Does the project file include verification of contractor eligibility, e.g., that awards were not made to any party excluded, disqualified or otherwise ineligible (i.e., suspension, debarment or limited denial of participation) for Federal procurement or nonprocurement programs? [24 CFR 92.350(a)] |

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

 |
| **Comments:**  **Contractor Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **SAMS Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |

32.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Is a competitive bidding process used (i.e., public invitation for bids; multiple bids solicited; cost reasonableness test applied)? [2 CFR Part 200] *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*  |

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

 |
| **Comments:**  **Pre-qualified list established by a solicitation process used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Proof of Advertisement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Bid proposal advertised 2 weeks prior to opening: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **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 (low-income) contractors/subcontractors\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |

33.

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

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

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

34.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Is there an adequate system for reviewing and approving requests for change orders? [24 CFR 92.505(a); 24 CFR 85.36(b)(2) and 85.36(f)]  |

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

 |
| **Comments:** |

35.

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

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

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

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

 |
| **Comments:** |

H. RECORDKEEPING

36.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are records maintained for five years after project completion?[HOME: 24 CFR 92.508(c)(2); ADDI: 24 CFR 616(i)] |

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

 |
| **Comments:** |

37.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are documents imposing resale/recapture provisions maintained for five years after the termination of the affordability period? [HOME: 24 CFR 92.508(c)(4); ADDI: 24 CFR 616(i)] |

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

 |
| **Comments:** |