

EXHIBIT 10-A.1

HOME Monitoring Checklist	PROGRAM-WIDE REQUIREMENTS
Grantee Name:	Contract Number:
HOME Program Officer:	Date:

A. AUDIT TRACKING

1. Contract Signature Date: _____
 Period of Affordability: _____

QUESTIONS	ANSWER		NOTES
	Y	N	

B. ASSESSING PROGRAM PROGRESS

1. Have any projects gone more than two months from project set-up without making a drawdown? a. If yes, how many? Is this a significant percentage of active projects? b. What are the causes of the delays?			
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C. WRITTEN AGREEMENTS

1. Has the grantee signed a contract with MDOC?			
2. Have all HOME-funded recipients (homeowners, homebuyers, rental project owners, and families receiving TBRA) signed HOME agreements?			
3. If the grantee works with any contractor, does the grantee have written agreements with all contractors?			
4. Do all HOME written agreements fulfill the following requirements: a. Were the written agreements signed before disbursing HOME funds? b. Do the written agreements include all required clauses? c. Are the written agreements effective for the required period of time?			

D. FINANCIAL MANAGEMENT

1. Has the grantee made adequate progress toward leveraging HOME funds?			
2. Do all project delivery costs appear to be reasonable and eligible under the HOME Program?			
3. Are payment certification forms on file for all draws?			
4. Has the grantee limited general soft costs to the appropriate percentage of its HOME funds?			
5. Do all costs paid for with soft costs appear to be reasonable and eligible?			
6. Are records maintained that indicate how HOME soft costs are used? Note which draws were checked for complete documentation.			
7. Has the grantee consistently disbursed funds within 15 days?			
8. Does the Grantee have a current Program Income/CHDO Proceeds Plan in Place? Has the grantee effectively tracked Program Income/CHDO Proceeds? Note what documentation the grantee uses to track Program Income/CHDO Proceeds.			
9. Does the grantee disburse program income/CHDO proceeds on hand before requesting draws from its HOME account?			
10. Have any HOME funds been used for bank service charges?			
11. Has the grantee maintained HOME funds in a non-interest bearing account? a. If no, has interest from these funds in excess of \$100 been returned to the HOME Program at least quarterly?			

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12. Has the grantee met its match commitment? Refer to grantee's contract to verify match commitment. <i>(Note: for the Single Family Noncompetitive Program, match must be provided for <u>each</u> homebuyer or homeowner)</i>			
E. REPORTING			
1. Does the data located in project files appear to match data reported to the HOME program?			
2. Have project completion reports been filed or amended at the appropriate times?			
3. Has the grantee canceled any projects? If yes: a. Was the cancellation entered properly into the IDIS system? b. Did the grantee reimburse the HOME program for any HOME funds expended before cancellation?			
4. Does the grantee have adequate systems in place to track program income?			
F. HOUSING QUALITY STANDARDS			
1. Does the grantee have adequate systems for ensuring that minimum property standards are met within the appropriate time frames? a. For homebuyer assistance projects, has the grantee conducted a Housing Quality Standards (HQS) inspection of each house before down payment assistance was provided? <i>(Note: HQS must be performed by qualified grantee staff or by qualified contractor under contract with the grantee; appraisal cannot be substituted.)</i>			
G. HOME INVESTMENT PER UNIT			
1. Does the grantee have adequate procedures in place to ensure that HOME minimum and maximum limits are applied properly?			
2. Does a spot-check of project files indicate that the HOME minimum and maximum limits were followed?			
H. INCOME VERIFICATION			
1. Has the grantee determined an approved definition of income to be used for each program?			
2. Does the grantee have established procedures for collecting complete income documentation or certifications from occupants of all HOME units?			
3. Is the grantee using the most current HOME income limits issued by HUD?			
4. Is the grantee applying rules appropriately and making accurate income determinations?			

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J. FAIR HOUSING/EQUAL OPPORTUNITY POLICY			
1. Does the Grantee have any local or state-specific resolutions or ordinances? a. If yes, does the Grantee maintain a file of current regulations?			
2. Are FHEO language and logos included in advertisements for project activities and applications?			
K. CONTRACTORS			
1. Does the grantee follow adequate equal employment practices? a. Do advertisements contain equal opportunity language? b. Does the grantee display EEO posters in workplace? c. Is documentation maintained regarding demographics of applicants and individuals, etc? d. Does documentation reflect adequate equal opportunity employment practices?			
2. Does the Grantee enforce adequate contractor employment practices? a. Has the Grantee maintained correspondence with contractors concerning contractor equal opportunity compliance? b. Has the Grantee promoted and monitored equal opportunity practices of contractors?			
L. AFFIRMATIVE MARKETING			
1. Is the Fair Housing Poster (Exhibit 5-I or like file) displayed in the project/rental office or other publicly accessible area?			
2. If the project involves 5 or more HOME-assisted units, does the grantee have an approved Affirmative Fair Housing Marketing Plan on file? a. Did the grantee submit notice of intent to begin marketing at least 90 days prior to the initiating marketing activities, either orally or in writing? b. Did the grantee document outreach to community contacts listed in the AFHM Plan; c. Does the grantee collect and maintain race and ethnicity information for all persons responding to program marketing efforts? d. Has the grantee informed all persons responding to marketing efforts of the affirmative marketing policies and fair housing laws, including existing tenants? e. Do all marketing materials display the Equal Housing Opportunity logo?			
3. For single-family projects: has the grantee conducted outreach to residents of public housing and manufactured housing in the market area and documented such actions?			
M. FHEO/AFFIRMATIVE MARKETING COMPLAINTS			
1. Has the Grantee received any FHEO complaints? a. If yes, has the Grantee taken adequate remedial actions?			
2. Has the Grantee received determination of past discrimination?			
3. Have any affirmative marketing complaints been filed against the grantee? a. If yes, have appropriate remedial steps been taken?			

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N. OWNER PARTICIPATION			
1. Does the grantee ensure adequate owner participation? a. Do management agents or owner sign affirmative marketing agreements? b. Does the grantee maintain documentation of owner participation in file? c. If the owner has failed to comply with affirmative marketing requirements, has the grantee taken corrective actions?			
O. SECTION 504			
1. Has the grantee met all accessibility requirements (5 percent of new or substantially rehabilitated rental units accessible for those with mobility impairments and additional 2 percent for hearing/vision impairment)?			
2. Has the grantee provided a copy of its written grievance procedures?			
P. SECTION 3			
1. Has the grantee documented compliance with Section 3 efforts?			
2. Has the grantee documented its success at hiring low-income persons and awarding contracts to Section 3 businesses?			
3. Does the grantee have mechanisms by which it monitors both contractor and subcontractor for Section 3 compliance?			
Q. OUTREACH TO MINORITY/WOMEN'S BUSINESS ENTERPRISE			
1. Has the grantee completed and submitted Contract Reporting Forms (Exhibit 3-1 of the Admin Manual)?			
2. Has the grantee taken the following actions: a. Obtaining list of MBEs and WBEs? b. Networking with local Minority Business Organizations? c. Soliciting bids and services from MBEs and WBEs whenever possible? d. Dividing project activities into smaller tasks or services to allow participation by MBEs and WBEs (when practical)?			
R. ENVIRONMENTAL REVIEW—ALL ACTIVITIES			
1. Has the Grantee established an Environmental Review Record?			
2. Is the Environmental Review Record Complete, containing: a. a project/activity description? b. a written, signed environmental determination?			
S. ACTIVITIES CATEGORICALLY EXCLUDED FROM NEPA			
1. Has Grantee included a completed Statutory Checklist in the Environmental Review Record? a. at project level b. at site-specific level			
2. If necessary, has the grantee published a NOI/RROF (or a RROF/FONSI) in local newspapers and placed a copy in Review File?			
3. Were public comments received? a. If yes, were comments adequately addressed? c. Were copies of comments and responses maintained in a Review File?			
4. Did the grantee submit a RROF and a Certification and place a copy in the Review File?			

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5. Has the grantee identified the location of the property in relation to the areas listed below and carried out appropriate insurance and notification requirements? a. Flood plains b. Runway zones			
6. If necessary, has an Environmental Assessment been conducted and placed in the Review File?			
7. Has the Grantee filed a completed Environmental Assessment Checklist for each site?			
8. Has the grantee provided documentation to support each item in checklist?			
9. Has the grantee provided analysis of/recommendations for potential significant issues in checklist?			
10. Has the grantee issued a FONSI? a. If yes, has the public been given the opportunity to review and comment? b. Have public comments been maintained in Review Files?			

T. ACTIVITIES SUBJECT TO NEPA REVIEW

1. Has the grantee issued a FOSI? a. If yes, has the EIS statement been produced and included in Review File?			
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U. LEAD-BASED PAINT

1. Is the Grantee familiar with and following all applicable state and local laws concerning lead-based paint?			
2. Does Grantee document: a. Year of construction for all HOME-assisted units? b. Children under age six (TBRA only)?			
3. Are the following notices provided at appropriate times to all residents of HOME-assisted units? a. HUD/EPA Lead-based Paint Pamphlet b. Lead-based Paint Disclosure Form c. Notice of Lead Hazard Evaluation or Presumption d. Notice of Lead Hazard Reduction			
4. Are results of lead hazard evaluations and clearance examinations documented in project files?			
5. Do contracts and subcontracts for lead hazard reduction include provisions for: a. Qualified workers? b. Use of safe work practices? c. Passing clearance?			
6. Do contracts with property owners include provisions for ongoing monitoring where appropriate?			
7. For homebuyer assistance programs: For house built prior to 1978, was a visual assessment of the property conducted prior to assistance being provided? a. Is the person conducting the visual assessment qualified to conduct the assessment (i.e., completed HUD's online Lead-Based Paint Visual Assessment Course and/or other approved lead-based paint course)?			
8. For TBRA programs only. Do contracts with property owners include provisions in the event a poisoned child is identified in a HOME-assisted unit?			