

Guide for Review of Contractor Written Agreements			
Name of Participating Jurisdiction (PJ):			
Staff Consulted:			
Contractor Name:		Contract Amount:	
		Agreement Date:	
Name(s) of Reviewer(s):		Date:	

NOTE: All questions that address requirements contain the citation for the source of the requirement (statute, regulation, NOFA, or grant agreement). If the requirement is not met, HUD must make a finding of noncompliance. All other questions (questions that do not contain the citation for the requirement) do not address requirements, but are included to assist the reviewer in understanding the participant's program more fully and/or to identify issues that, if not properly addressed, could result in deficient performance. Negative conclusions to these questions may result in a "concern" being raised, but not a "**finding**."

Instructions: This Exhibit is designed to review the PJ's written agreement with a contractor for compliance with HOME regulatory requirements. A contractor is procured by the PJ to administer all or a portion of the PJ's HOME Program or otherwise provides goods and services to the PJ.

Questions:

1.

Is there a written agreement executed by the PJ and the contractor? [24 CFR 92.504(b)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

2.

If the contract involves administering all or a portion of the PJ's program, did the PJ execute the written agreements with the contractor before entering the subgrant into IDIS? (Compare the dated signatures on the written agreement to the "Date Awarded" on the "View Subgrant" screen in IDIS.) [24 CFR 92.502(b)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

3.

Does the written agreement describe the use of HOME funds? (If yes, describe the use or uses of the HOME funds below.) [24 CFR 92.504(c)(4)(i)]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion:	

4.

Does the written agreement specify the length of the agreement? [24 CFR 92.504(c)(4)(i) and (iii)]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion:	

5.

Is there a schedule for the completion of tasks? [24 CFR 92.504(c)(4)(i)]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion:	

6.

Is there a budget for the project? [24 CFR 92.504(c)(4)(i)]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion:	

7.

Does the agreement provide that: <ul style="list-style-type: none"> • the contractor is subject to the requirements in Part 92 that are applicable to the PJ (excluding 24 CFR 92.505 and 24 CFR 92.506 which do not apply to the contractor); and • the contractor cannot assume the PJ's responsibilities for environmental review, decision-making, and action under 24 CFR 92.352? [24 CFR 92.504(c)(4)(ii)]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion:	

8.

Where the contractor is administering only a portion of the PJ's program, does the agreement list the requirements applicable to the activities that the contractor is administering? [24 CFR 92.504(c)(4)(ii)]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion:	