
 TABLE OF CONTENTS

Paragraph		Page
CHAPTER 1. INTRODUCTION		
1-1	Purpose	1-1
1-2	Definitions	1-1
1-3	Monitoring Objectives	1-1
1-4	Performance Deficiencies	1-2
1-5	Types of Monitoring	1-4
1-6	Organization	1-5
CHAPTER 2. MANAGEMENT OF THE MONITORING FUNCTION		
2-1	Role of Field Office	2-1
2-2	Role of Regional Office	2-1
2-3	Role of Headquarters	2-2
2-4	Post Monitoring Actions	2-2
2-5	Follow-up Action	2-4
2-6	Closing Monitoring Findings	2-4
2-7	Imposition of Sanctions	2-4
CHAPTER 3. DESK MONITORING PRIOR TO PROJECT SETTLEMENT		
3-1	Responsibility	3-1
3-2	Timing and Reports	3-1
3-3	Source Documents	3-1
3-4	Conducting the Desk Monitoring Review	3-2
3-5	Scope	3-3
CHAPTER 4. ON-SITE MONITORING DURING CONSTRUCTION		
4-1	Responsibility	4-1
4-2	Timing and Reports	4-1
4-3	Source Documents	4-2
4-4	Conducting the Monitoring Visit	4-2
4-5	Content	4-3
		9/89
i		
4591.1		
CHAPTER 5. POST SETTLEMENT MONITORING		
5-1	Responsibility	5-1
5-2	Timing and Reports	5-1
5-3	Source Documents	5-1

5-4	Conducting the Monitoring Visit	5-2
5-5	Content	5-3

CHAPTER 6. SETTLEMENT

6-i	Preamble to Chapter 6.	6-i
6-1	Overview	6-1
6-2	Initiation of Project Settlement	6-3
6-3	Certification of Costs and Sources of Financing by Owner	6-4
6-4	Grantee Review and Project Settlement Submission	6-6
6-5	Recommended Audit Guidelines for Owner's Cost Certification	6-12
6-6	State/Area Office Review	6-15
6-7	HUD-Grantee Settlement Agreement	6-22
6-8	Settlement Review Delegated to IPA/CPA	6-23
6-9	Quality Control - Review of Settlement Processing	6-24
6-10	HUD'S Authority and Strategy to Bring Grantees and Owners to Settlement	6-25
6-11	Strategy for Inducing Grantee Repayment of Excess Drawdowns	6-33

ATTACHMENTS

- A. HUD FORM 50004 - GUIDELINES FOR DESK MONITORING PRIOR TO PROJECT SETTLEMENT
- B. HUD FORM 50005 - GUIDELINES FOR ONSITE MONITORING OF PERFORMANCE REQUIREMENTS
- C. HUD FORM 50006 - GUIDELINES FOR POST SETTLEMENT MONITORING

APPENDICES

- 1. A GUIDE TO FEDERAL REQUIREMENTS (STATE ADMINISTRATOR'S MANUAL)
- 2. HDG EARLY CONSTRUCTION START REQUIREMENTS
- 3. EXHIBIT M-5: DETERMINATION OF MAXIMUM RENTS FOR LOWER INCOME UNITS
- 4. HDG PROGRAM POLICIES: CONSTRUCTION/DRAWDOWN PERIOD
- 5. TENANT ELIGIBILITY DETERMINATION
- 6. APPLICATION AND CERTIFICATE FOR PAYMENT
- 7. GRANTEE'S CERTIFICATION OF READINESS TO INITIATE PROJECT SETTLEMENT FORM HUD-90024
- 8. PROJECT SETTLEMENT-FINANCIAL STATEMENT GRANT AMOUNT. FORM HUD-90025 - ATTACHMENT TO APPENDIX 8: ELIGIBLE/REASONABLE COSTS FOR HDG PROJECTS PROJECT FINANCIAL SETTLEMENT STATEMENT
- 9. PROJECT SETTLEMENT DETERMINATION OF GRANT AMOUNT AND EQUITY INVESTMENT FORM HUD-90026
- 10. PROJECT SETTLEMENT GRANTEE CERTIFICATION OF SETTLEMENT FINDINGS FORM HUD-900257
- 11. HOUSING DEVELOPMENT GRANT SETTLEMENT AGREEMENT FORM HUD-90028
- 12. SAMPLE GRANTEE WARNING LETTER
- 13. Section 17(d) of the United States Housing Act - p.171 to p.175 inclusive.
- 14. Code of Federal Regulations 24 Part 850-HOUSING DEVELOPMENT GRANTS
- 15. OMB CIRCULAR A-87
- 16. 4 CFR 101-105

