

Guide for Review of Community Housing and Development Organization (CHDO) Procedures			
Participating Jurisdiction (PJ):			
Staff Consulted:			
CHDO Set Aside Amount(s):			
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 to designed to evaluate the PJ's CHDO designation process; its oversight of CHDO performance; and administration of its CHDO set-aside funds and other CHDO funds. The results of individual CHDO reviews from Exhibit 7-11 can be used to assist in answering the questions in this Exhibit. If an area or question is not examined, make a note to this effect in the "Describe Basis for Conclusion" section. The HUD reviewer should determine an appropriate sample based upon the number of CHDOs certified by the PJ. The sample should include currently and previously funded, as well as some unfunded, organizations, if any.

Questions:

1. CHDO SAMPLE (Add more rows as needed.)

NAME OF CHDO	DATE INITIALLY DESIGNATED	AMOUNT OF HOME \$ PROVIDED (Latest)

- 2.

Does the PJ use a checklist or similar document to determine the eligibility of nonprofit organizations for designation as CHDOs, e.g., Sections A-D of Exhibit 7-11, "Guide for Review of Community Housing Development Organization (CHDO) Qualifications and Activities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion:			

3.

Based on the CHDOs reviewed, do they meet the qualifications for CHDO designation? [24 CFR 92.2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

4.

Does the PJ have a procedure for reexamining CHDO eligibility annually, or at least at the time of subsequent application by the CHDO for additional funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

5.

a. Does the PJ have a procedure for monitoring CHDO performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

b. If the answer to “a” above is "yes," describe the procedure.
Describe Basis for Conclusion:

6.

Does the PJ review the performance of each CHDO annually? [24 CFR 92.504(a)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

7.

Does the PJ take actions to address CHDO performance issues (e.g., technical assistance, training, reprogramming of funds)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

8.

Does the PJ have adequate procedures in place to ensure that all projects funded with CHDO set-aside funds are owned, developed, and sponsored by CHDOs pursuant to 24 CFR 92.300(a)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

9.

If the PJ provides CHDO operating funds, does it execute written agreements for the funds? [24 CFR 92.300(e) and 24 CFR 92.504(b)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

10.

Does the PJ execute a written agreement with the CHDO reserving a specific amount of CHDO set-aside funds? [24 CFR 92.301(a)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

11.

Does the PJ execute written agreements with the CHDO before entering the CHDO reservation into IDIS? (Compare the dated signatures on the written agreement to “Date Awarded” on the IDIS “View Subgrant” screen.) [24 CFR 92.502(b)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

12.

Do written agreements for CHDO operating funds specify the: [24 CFR 92.300(e)]			
a. expected uses for the funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
b. expectation that the CHDO will receive CHDO set-aside funds for development within 24 months of the date of the agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

13.

If the PJ provides seed money, predevelopment or TA loans to CHDOs, do they total not more than 10% of the amount of the PJ's CHDO set-aside? [24 CFR 92.300(c)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion:			

14.

If the PJ provides operating funds, capacity building or TA pass-through funds, does the PJ have written procedures that it has implemented to ensure that no CHDO receives more than \$50,000 or 50% of its annual budget pursuant to 24 CFR 92.300(f)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion:			