

Guide for Review of SHP Sponsor Management			
Name of Grantee:			
Staff Consulted:			
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 grantee'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 assess the SHP grantee's sponsor management, including oversight of the day-to-day operations of sponsor activities to ensure compliance with applicable Federal requirements and the achievement of performance goals identified in the homeless assistance competition approved application. Follow the sampling instructions in Section 13-3 of the introduction to this Chapter in selecting sponsors to review.

Questions:

1.

Does the SHP grantee have a management system for the oversight of its sponsors? (If "yes," briefly describe below and, if the grantee has a written description of its sponsor management policies or systems, attach a copy). [24 CFR Part 84.5 or 24 CFR 85.5]	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Describe Basis for Conclusion		

2.

Has the grantee executed written agreements with its sponsors to carry out activities in the homeless assistance competition approved application(s)? [24 CFR 84.5 or 24 CFR 85.5]	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Describe Basis for Conclusion:		

Exhibit 13-6
Supportive Housing Program (SHP)

3.

If the answer to “2” above is “yes,” do the statements of work, for the sponsor agreements reviewed, contain sufficient information regarding the descriptions of the types of supportive services/supportive housing activities that would enable the grantee to effectively monitor the sponsor activities? [24 CFR 583.410 (a), CFR 84.5 or 24 CFR 85.5]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion: 	

4.

If the grantee executes written agreements with its sponsors, does it have a system or method for amending these sponsor agreements? [24 CFR 84 or 24 CFR 85]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion: 	

5.

Does the grantee have a method for monitoring assigned sponsor deadlines for accomplishing major project milestones? [24 CFR 583.410]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion: 	

6.

If the SHP grantee is a State or unit of local government, does it pass on at least 50% of the administrative funds to nonprofit organization(s) that are operating supportive housing and/or supportive services projects? [Notice of Funding Availability and applicable Appropriations Act]	Yes No N/A
Describe Basis for Conclusion:	

7.

Does the grantee review sponsors for evidence of conflicts of interest <u>either</u> between the grantee and the sponsor <u>or</u> between sponsors and their contractors? [24 CFR 583.330 (e)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion:	