

Guide for Review of S+C Overall Grant 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 review the S+C administration of the rental assistance. The HUD reviewer should follow the sampling guidance in Section 12-3 of the introduction to this Chapter to answer Exhibit questions. Eligible administrative activities include processing rental payments to landlords, examining participant income and family composition, providing housing information and assistance, inspecting units for compliance with housing quality standards, and receiving new participants into the program.

Questions:

1.

a. What is the grantee's system or procedure for ensuring that S+C funds are used in accordance with all program requirements?
Describe Basis for Conclusion:

Exhibit 12-6
Shelter Plus Care (S+C) Program

b. Does the grantee have written procedures describing its procedures for managing the rental housing assistance? (If so, attach copies, or relevant portions thereof, to this Exhibit.) [24 CFR 582.300(d)(3)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion:	

2.

a. Who is in charge of the day-to-day administration of the program?
Describe Basis for Conclusion:

b. What information is routinely passed to that person?
Describe Basis for Conclusion:

3.

Are the duties for administrative personnel defined by job descriptions that reflect eligible administrative costs? [24 CFR 582.105(e)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion:	

Exhibit 12-6
Shelter Plus Care (S+C) Program

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4.

Does a random selected review of administrative personnel costs reveal any staff being paid with S+C funds but not working on S+C activities? [24 CFR 582.105(e)]	<input type="checkbox"/>	<input type="checkbox"/>
Describe Basis for Conclusion:		

5.

For the period being reviewed, did the grantee stay within the 8 percent cap on administrative costs? [24 CFR 582.105(e)(1)]	<input type="checkbox"/>	<input type="checkbox"/>
Describe Basis for Conclusion:		

6.

Does a random sampling of administrative expenditures reveal the existence of any unallowable S+C costs? [24 CFR 582.105 (e)(2)]	<input type="checkbox"/>	<input type="checkbox"/>
Describe Basis for Conclusion:		

7.

Has a system been developed to track progress of the approved grant agreement activities/projects?	<input type="checkbox"/>	<input type="checkbox"/>
Describe Basis for Conclusion:		

Exhibit 12-6
Shelter Plus Care (S+C) Program

8.

Does the file documentation reviewed support disbursements of S+C funds for carrying out eligible activities? [24 CFR 582.340(1)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:	

9.

Does the grantee review for evidence of conflicts of interest between itself and its subrecipients? [24 CFR 582.340]	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion:	