

Exhibit 10-5  
Housing Opportunities for Persons With AIDS  
(HOPWA) Program

6509.2 REV-5

<b>Guide for Review of HOPWA Cost Allowability</b>			
<b>Name of Program Participant:</b>			
<b>Staff Consulted:</b>			
<b>Program Year Under Review:</b>			
<b>Name(s) of Reviewer(s)</b>		<b>Date</b>	

**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 HOPWA program participant's allocation of costs for compliance with OMB Circular A-87 and 24 CFR 85.22 per the requirements of 24 CFR 574.605. The sampling procedures in Section 10-5 of the introduction to this Chapter should be followed in selecting cost items to review. Use the program participant's listing of applicable cost items supported with HOPWA funds during the operating year under review as a basis for the sample selection.

**Questions:**

1.

Does a spot check of a sample of the following items of cost reveal any obvious instances where these expenditures were not necessary and reasonable for proper and efficient administration of the HOPWA program: [24 CFR 574.605 and 24 CFR 85.22]	
a. salaries and related costs?	<input type="checkbox"/> <input type="checkbox"/> <b>Yes      No</b>
b. administrative service contracts (e.g., legal, account, audit, consulting)?	<input type="checkbox"/> <input type="checkbox"/> <b>Yes      No</b>
c. travel expenditures?	<input type="checkbox"/> <input type="checkbox"/> <b>Yes      No</b>
d. other administrative costs?	<input type="checkbox"/> <input type="checkbox"/> <b>Yes      No</b>
<b>Describe Basis for Conclusion:</b>	

Exhibit 10-5  
Housing Opportunities for Persons With AIDS  
(HOPWA) Program

2.

If any problems were noted in question 1 above, indicate whether they are isolated or systemic in nature.
<b>Describe Basis for Conclusion:</b>

3.

Does a review of program expenditures reveal the existence of any unallowable costs: [24 CFR 574.605, 24 CFR 85.22, OMB Circular A-87, Attachment B]		
a. entertainment?	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Yes</b>	<b>No</b>
b. contributions and donations?	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Yes</b>	<b>No</b>
c. fines and penalties?	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Yes</b>	<b>No</b>
d. general governmental expenditures including salary and expenses of the chief executive officer of the program participant?	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Yes</b>	<b>No</b>
<b>Describe Basis for Conclusion:</b>		

Exhibit 10-5  
Housing Opportunities for Persons With AIDS  
(HOPWA) Program

6509.2 REV-5

4.

If any problems were noted in question 3 above, indicate whether they are isolated or systemic in nature.

**Describe Basis for Conclusion:**

5.

Have any costs related to political activities been charged to the HOPWA program?

[24 CFR 574.605 and 24 CFR 85.22]

Yes

No

**Describe Basis for Conclusion:**

6.

Are costs charged to the HOPWA program after subtraction of all applicable credits?

[24 CFR 574.605 and 24 CFR 85.22]

Yes

No

N/A

**Describe Basis for Conclusion:**

Exhibit 10-5  
 Housing Opportunities for Persons With AIDS  
 (HOPWA) Program

7.

Are costs charged to the HOPWA program not allocable to or included as a cost of any other Federally financed program for the period being reviewed? [24 CFR 574.605 and 24 CFR 85.22]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Describe Basis for Conclusion:</b>    		

8.

If indirect costs are being charged to the HOPWA program by the program participant or a subrecipient that is a governmental unit, are the costs supported by an indirect cost proposal prepared in accordance with OMB Circular A-87? [24 CFR 574.605 and 24 CFR 85.22]	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>Describe Basis for Conclusion:</b>    			

9.

If indirect costs are charged to the HOPWA program by a subrecipient that is a non-profit organization, are the costs supported by an indirect cost proposal prepared in accordance with OMB Circular A-122? [24 CFR 574.605 and 24 CFR 85.22]	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>Describe Basis for Conclusion:</b>    			

Exhibit 10-5  
Housing Opportunities for Persons With AIDS  
(HOPWA) Program

6509.2 REV-5

10.

a. Is the program participant in compliance with the three (3) percent limitation for the operating year(s) being reviewed? [24 CFR 574.300(b)(10)]	<input type="checkbox"/> <input type="checkbox"/> Yes    No
<b>Describe Basis for Conclusion:</b>  	

b. If project sponsor administrative costs are being paid, are such costs within the seven (7) percent limitation for the operating year(s) being reviewed? [24 CFR 574.300(b)(10)]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes    No    N/A
<b>Describe Basis for Conclusion:</b>  	

11.

Does a review of planning and administrative costs for program participants and project sponsors indicate that they been properly classified? [24 CFR 574.300(b)(10), and 605 and 24 CFR 85.22]	<input type="checkbox"/> <input type="checkbox"/> Yes    No
<b>Describe Basis for Conclusion:</b>  	

12.

Does a review of the personnel roster of staff being paid from HOPWA resources reveal any obvious instances of personnel being paid from, but not working on, program activities? [24 CFR 574.605 and 24 CFR 85.22]	<input type="checkbox"/> <input type="checkbox"/> Yes    No
<b>Describe Basis for Conclusion:</b>  	