

PJ Name: _____

Subrecipient Name (if applicable): _____

Reviewer: _____ Date: _____

The following list of questions can be used to gather initial background information and to guide interviews with program staff. Additional questions may be added to this list.

1. Are there adequate written informational materials about the program?
 - a. Marketing materials for prospective applicants which include a program description
 - b. Informational materials describing homebuyer responsibilities
 - c. Other materials

2. Are there special conditions to target program assistance?

3. What types of assistance are offered through the program?
 - a. Repayable loans—what rate and term?
 - b. Deferred payment loans—what rate and term?
 - c. Other (e.g., lease purchase)?

4. What can HOME assistance be used for?
 - a. Downpayment/closing costs?
 - b. Reduction of first mortgage/gap financing?
 - c. Other assistance?

5. Is the recapture or resale provision used?

6. Is the same recapture or resale option applied consistently on a program-wide basis, or does the PJ determine the option on a case-by-case basis?

7. Are the terms of the loans, including recapture or resale provisions, described clearly in documentation provided to homebuyers?

8. Is there an initial screening of prospective applicants to determine eligibility prior to full application?

9. Do program staff meet with eligible applicants to inform them of their responsibilities under the program?

10. Do program staff meet with eligible homebuyers to inform them of their responsibilities under the program?

11. Does the applicant approve or have input on each of the following activities?
 - a. Purchase price
 - b. Rehabilitation or new construction costs and scope of work (if applicable)
 - c. Approval of contractor (if applicable)
 - d. Execution of loan documents
 - e. Approval of pre-construction conference report (if applicable)
 - f. Authorization of progress payments and final payment (if applicable)

12. Are there adequate procedures for notifying applicants of loan award/refusal?

13. Who services the loans (if direct loans are provided)?
 - a. Program staff
 - b. Third party contractor

14. What are the procedures for determining the amount and terms of assistance provided? Do they use any income to debt qualifying ratios, etc.?