

CHECKLIST FOR MONITORING CONTRACT ADMINISTRATORS

This Checklist is to be used by HUD Field Offices in monitoring the performance and compliance of contract administrators administering HUD subsidy contracts. _____

Name of Contract Administrator _____

Address _____

Administrative Fee received during last year: _____

HUD Field Office. _____

QUESTIONS

YES NO

I. GENERAL

A. Contract Compliance

- 1. Is the contract administrator in compliance with the terms and conditions of the contract to administer the subsidy contract? _____
- 2. Does the contract administrator adequately monitor the performance of the project owner and management agent? _____
- 3. Does the contract administrator provide management oversight, supervision, and guidance to the project owner/management agent? _____
- 4. Has the contract administrator required the owner to complete all required certifications? _____
- 5. Has the contract administrator checked and verified that there is no waste fraud and mismanagement? _____
- 6. Does the contract administrator adequately review budgets, requisitions, and year-end settlements submitted by the owner. What systems are in place to verify that owners are not submitting unsubstantiated requisitions. _____

Corrective Actions _____

B. Performance Compliance

- 1. Does the contract administrator maintain the

Checklist for Monitoring Project Owners with Subsidy Contracts in tracking the completion of on-site management reviews, physical inspections, unit inspections, annual financial statement reviews, meals agreement review, and tenant complaint review? _____

2. Is the contract administrator in compliance with the requirements of this Handbook? _____

Corrective Actions _____

II. ORGANIZATION AND OPERATIONS

A. Organization

1. Does the contract administrator understand its role and responsibilities to HUD and project owners? _____
2. Does the contract administrator have the appropriate trained staff to administer all aspects of the subsidy contract? _____
3. Are there adequate methods established for measuring and monitoring owner/management agent performance? _____

Corrective Actions _____

B. Management Oversight

1. Does contract administrator respond in a timely manner to findings and recommendations of HUD Field office reviews? _____

2. Does contract administrator review and verify the use of project funds? _____
3. Does contract administrator require the owner to establish and maintain reserves for replacement account and, where applicable, residual receipts account? _____
4. Does contract administrator process rent increases in a timely manner? _____

5. Does the contract administrator provide the necessary review of the required annual audited financial statements? _____
6. Does contract administrator follow guidelines described in HUD Handbook 4350.3 for marketing, tenant selection, recertification, eviction, and other occupancy requirements? _____
7. Does contract administrator require and process HUD Form 2530 for all new project owners and management agents in HUD programs? _____
8. Does contract administrator require owners to comply with income mix standards?
9. Does the contract administrator monitor the project owner submission of excess income reporting and payment? _____
10. Has the contract administrator required the project owner to submit HUD Form 52684, Section 8 Utilizations Form? _____
11. Has the contract administrator submitted the HUD Form 52684 to HUD as required? _____
Field Office must verify that the contract administrator is not transferring unused Section 8 funds to other projects.

Corrective Actions _____

4350.5 APPENDIX 16

2. Does contract administrator review and verify the use of project funds? _____
3. Does contract administrator require the owner to establish and maintain reserves for replacement account and, where applicable, residual receipts account? _____
4. Does contract administrator process rent increases in a timely manner? _____
5. Does the contract administrator provide the necessary review of the required annual audited financial statements? _____
6. Does contract administrator follow guidelines described in HUD Handbook 4350.3 for marketing,

tenant selection, recertification, eviction, and other occupancy requirements? _____

- 7. Does contract administrator require and process HUD [Form 2530](#) for all new project owners and management agents in HUD programs? _____
- 8. Does contract administrator require owners to comply with income mix standards? _____
- 9. Does the contract administrator monitor the project owner submission of excess income reporting and payment? _____
- 10. Has the contract administrator required the project owner to submit HUD Form 52684, Section 8 Utilizations Form? _____
- 11. Has the contract administrator submitted the HUD Form 52684 to HUD as required? _____
Field Office must verify that the contract administrator is not transferring unused Section 8 funds to other projects.

Corrective Actions _____

