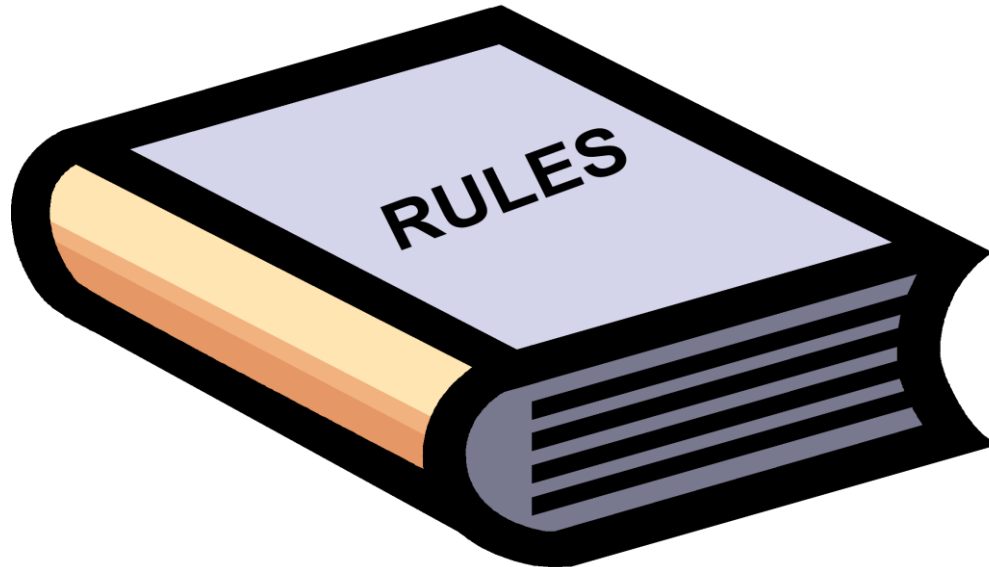


HOME Program

Monitoring Program files



Working Agreement

- Did the Grantee complete the requirements in Attachment A of the Working Agreement?

i.e., Documentation of homeowner contribution
Documentation of an energy audit

Environmental Review

- Is the Environmental Review Record on file?
- Did the Grantee use an Unspecified Site Strategy?
- If yes, are the site specific checklists in each beneficiaries file?

Public Notice

- Is the following language included in all public notices, informational pamphlets, press releases, research reports, signs and similar public notices prepared and released by the Grantee in relation to the HOME Working Agreement as required in D.13?
- “This project is funded under a Working Agreement with the Tennessee Housing Development Agency through the U.S. Department of Housing and Urban Development.”

Annual Report or Audit

- Is there a copy of the Grantee's most current Annual Report or Financial Audit on file as required in the Working Agreement D.19?
- Are there any findings regarding the HOME program?
- Are there any other findings?

Drug-free Workplace Policy

- Does the Grantee have a drug-free workplace policy as required in the Working Agreement E.10? Has the drug-free workplace policy been adopted by the legislative body?
- Does the Grantee's drug-free workplace policy include the required language in the Working Agreement E.11.e?
 - Notifying the State in writing, within ten calendar days after receiving notice under Paragraph E.6(d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.

Public Accountability

- Is the Public Accountability sign displayed as required in the Working Agreement D.12 so all parties can see it?

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454.

Policy of non-discrimination

- Is the policy of non-discrimination sign posted so all parties can see it?
- The sign must at a minimum include the following:
- No individual can be excluded from participation in the HOME Program on the basis of:
 - Race
 - Color
 - Religion
 - Sex
 - Familial Status
 - National Origin
 - Disability

Hiring or Personnel Policies

- Does the Grantee have written hiring or personnel policies?
- How does the Grantee inform the community and minorities of job openings?

Equal Opportunity

- Does the Grantee's job advertisements include the EEOC statement?
- Is there copies of advertisements for employment
- Is there documentation regarding the subsequent applications and individuals hired?

Equal Opportunity

- Is there any indication of EO/FH policies?
- Have complaints been filed?

Title VI Training

- Does the Grantee provide Title VI training for all employees?
- Does the Grantee have written policies of non-discrimination?

Administrative Contract

- Is there a contract between the Grantee and the Administrator?

Procurement

- Is the Grantee following their procurement policy?

Advertisement for Contractors

- Were the project(s) publicly bid?
- Is the invitation to bid at least 14 days prior to the bid opening?
- Is there a copy of the bid advertisement(s) showing the date(s) and name of the publication(s) where the project(s) were advertised?

Competitive Solicitation

- There must be an open and competitive solicitation by the Grantee for:
 - Goods and services and;
 - Professional service contracts

- The Grantee must obtain a minimum of three (3) bids.

Competitive Solicitation

- If three bids are not received, the project(s) must be re-bid.
- If three bids are not received when the project(s) are re-bid, permission must be obtained from THDA.
- The Grantee must have written procedures for selecting the successful bid if the lowest bidder is not selected.

Minority/Female Firms

- Is there documentation that efforts were made to invite minority/female firms in the county where the project(s) are located to bid?
- Is there documentation that efforts were made to invite minority/female firms in surrounding counties to bid on the project(s)?

Contractor/subcontractor Activity Report

- Is the Contractor/subcontractor activity report (EO-4) completed and in the file?

Section 3

- Is the Section 3 Questionnaire (EO-5) completed and in the file?

Limited English Proficiency (LEP)

- Each Grantee must have policies and procedures to assist non-English speaking applicants.
- Local staff should be knowledgeable of the procedures.
- Each Grantee should also have a process that notifies limited English persons of language assistance availability (i.e. notices, signs).