

## HOPWA YR49 Compliance Review Report:

Choose an item.

Agency: **SAMPLE AGENCY**  
Agency Contact: **SAMPLE CONTACT**

Date of Review: 7/23/2024  
Review Completed by: **SAMPLE CONTACT**

PROGRAM REVIEWED	SAMPLE AGENCY HOPWA
<b>Final Compliance Review Results:</b>	Choose an item.
<b>Preliminary Report Status:</b>	Choose an item.
<b><i>Please submit requested documents by:</i></b>	
<b><i>Findings</i></b>	
<b><i>Concerns</i></b>	

### AGENCY POLICIES & PROCEDURES

1. Confidentiality Policy & Training [24 CFR 574.440](#)
2. Conflict of Interest Policy - [24 CFR 574.625](#)
3. Termination Policy - [24 CFR 574.310\(g\)](#)
4. Fair Housing Requirements and Affirmative Outreach - [24 CFR 574.603\(a\) \(b\)](#)
5. Emergency Transfer Plan Confidentiality Policy - [24 CFR 574.604\(b\)\(1\)\(i\)\(C\) \(D\)](#)
6. VAWA Protections - [24 CFR 574.604\(b\)\(2\)\(ii\)](#); [24 CFR 574.604\(f\)](#)

### FISCAL REVIEW

1. Funds Allocated - [24 CFR 574.300](#)
2. Staff Time Charged to Grant - [2 CFR 200.430](#)

### CLIENT FILE REVIEW

1. Eligibility - [24 CFR 574.3](#)
2. Household Composition Documentation - [24 CFR 574.3](#)
3. Occupancy Rights and Certification Form - [24 CFR 574.604\(d\)](#)

4. **Verification of Household Income and/or Employment** - [\*24 CFR 574.310\(d\)\(e\)\*](#)
  
5. **Housing Needs Assessments** - [\*24 CFR 574.500\(b\)\(2\)\*](#)
  
6. **Annual Reexaminations** - [\*24 CFR 574.320\*](#); [\*24 CFR 574.500\(b\)\(2\)\*](#); [\*24 CFR 574.310\(e\)\(2\)\*](#)
  
7. **Third-Party Verification** - [\*24 CFR 574.310\(e\)\(3\)\*](#)
  
8. **Correct Rent Calculation & No Additional Fees** - [\*24 CFR 574.310\(d\)\*](#); [\*24 CFR 574.320\*](#)
  
9. **HQS Inspections** - [\*24 CFR 574.310\(b\)\(2\)\*](#)
  
10. **Lead-Based Paint Verification Procedure** - [\*24 CFR 574.635\*](#); [\*24 CFR Part 35\*](#)

## CONTRACT REQUIREMENTS

1. **Health Indicators Assessments**