

CDBG Pre-Monitoring Checklist

CDBG GRANTEE: _____ **PROJECT NAME & #:** _____

General Administration

What is the National Objective?

Project description:

Financial Management

Yes No

1. Total expended to date: \$ _____
2. Does expenditures match CDBG's files?
3. Was final draw request? Date:
4. Were any budget changes requested/approved
5. Is there supporting evidence of budget change request/approval
6. Was grant extended is there supporting documentation from CDBG of grant extension
7. How many extensions
8. What is the current extension date:
9. Are Quarterly Reports up to date
 - A. If missing which quarters
12. Were any funds de-obligated
 - A. If yes, what amount
 - B. Does this amount reflect in the grant agreement
8. Is the final financial summary in file
9. Is the Audit/Disallowed Cost Certification in file
10. Is the current audit in file
11. Were there any Audit finding, if yes explain

Environmental Review

Exempt/ Cat Ex Not Subject to 58.5

Cat Ex Subject to 58.5

Environmental Assessment

Date of Notice to Proceed:

Environmental Review form

Categorically Excluded, Subject to 58.5/ Environmental Assessment

Yes No

- A. Are copies of letters sent out to reviewing agencies (with project description and map) on file?
- B. Are responses received from reviewers on file?
- C. Were there any issues requiring mitigation?
 1. If **NO**: Did the project convert to **Exempt** status?
 2. Is the authority to use grant funds in the file?
 3. If **YES**: What steps were taken to mitigate?
 - I. Are the records on file?
 - II. Was the NOIRROF published/sent to CDBG/filed?
 - III. Was the RROF/Certification sent to CDBG/filed?
 - a. Is the authority to use grant funds in file?
 - b. Is the ERR complete?
 - c. Is the HUD Environmental Assessment Form complete/filed?
 - d. Is the authority to use grant funds in the file?

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Procurement Process	Yes	No
1. Did the project involve a bidding process for service provider(s)/contractors?		
Service Provider		
1. Was a RFQ or RFP used		
2. If not, what method was used		
3. Does the file contain evidence that the grantee made special efforts to target local LMI, minority and women owned firms		
4. Is there evidence of selection process		
5. City/County minutes approving service provider		
Contractors		
1. Is the bid package a part of the file		
2. Is there evidence in file that bid process was advertised, open, and competitive per NRS		
3. Is there evidence that grantee made special effort to target local, LMI, minority and women owned firms?		
4. Does the file indicate that CDBG has approved bid and CDBG documents are included in the bid package?		
5. What was the bid opening date?		
6. Does the file contain a bid summary/tabulation of bids received		
7. Is there a record of the contractor selection process?		
8. Minutes approving selected contractor		
9. Is a copy of the awarded contract in file		
Contract Management & Labor Compliance	Yes	No
1. Is there evidence of Debar & SAM.gov check preformed by CDBG in file		
2. Is the Grantee Notification of Contract/Subcontracts in file		
3. Is the Minority Business Enterprise Report in file?		
4. If project is 100k+, is the section 3 forms on file for all contractor/subcontractors?		
Labor Compliance		
1. Is the wage determination in file along with the 10-day wage check		
2. What date & wage decision are in file		
3. Is the wage comparison worksheet in file for all contractors/subcontractors?		
4. Was the pre-construction conference held & are minutes in file?		
5. Does the contract contain signed copies of all CDBG certifications?		
6. Are all payrolls in file, reviewed & signed by the Grant Administrator?		
7. Did grantee receive any labor complaints?		
A. Were investigations done in a timely matter?		
B. Were complaints referred to GOED?		
C. Was a resolution reached & does the file reflect the resolution?		
8. Were wages & Davis Bacon posters posted at the job site? (pictures in file)		
9. Are employee interviews in file?		
10. Is the Final Wage Compliance Report in file?		
Project Benefits	Yes	No
1. Has the grantee completed the Project Benefits Report?		
If YES: quantify the following, applicable:		
1. Total/LMI beneficiaries: ____/____		
2. Minority Beneficiaries: <u>(on PBR form)</u>		
3. Hispanic or Latino: _____		
4. Handicapped: _____		
5. Female Headed House: _____		
6. Elderly: _____		

ADDITIONAL NOTES:

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