

CDBG Monitoring Checklist

CDBG GRANTEE: _____ PROJECT NAME & #: _____

GRANT AMOUNT \$ _____ GRANTEE REP: _____

DATE OF REVIEW: _____ CDBG REVIEWER _____

Application	Yes	No		
1. Is a copy of the application in file?				
2. Does file contain evidence of public participation process, including meeting minutes				
3. Are any citizen inquiries, complaints and correspondence regarding citizen concerns				
Financial Management	Yes	No		
1. Is the Grant Agreement in the file				
2. Does the file contain letters from the Governor and GOED's office				
3. Is there a clear working budget in the file				
4. Does the file contain a Certification for authorized signature				
5. Were any budget changes requested/approved				
6. Is there supporting evidence of budget change request/approval				
7. Was grant extended is there supporting documentation from CDBG of grant extension				
8. How many extensions				
9. Are all Draw Requests with corresponding back up in file (proof of expenditures)				
10. Is proof of payment from GOED in file				
11. Are Quarterly Reports up today				
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				
13. Is the final financial summary in file				
14. Is the Audit/Disallowed Cost Certification in file				
15. Is the current audit in file				
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?				

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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?		
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. Evidence of selection process		
5. City/County minutes approving service provider		
Contractors		
1. Is the bid package a part of the grantee files		
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. If project is 100k+, is the section 3 forms on file?		
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?		

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ADDITIONAL NOTES:

Date post-monitoring letter was sent to grantee with findings & recommended action	
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Response from grantee regarding follow up

Grant closing date :	
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Fair Housing & Non-Discrimination Records	Yes	No
Citizen Participation		
1. Does grantee have a Citizen Participation Plan? Date of Adoption:		
2. Is a procedure established for handling general complaints?		
3. Have any complaints been received on this project?		
Section 504 (Non-discrimination)		
1. Does the grantee have a Section 504 plan? Date of Adoption		
2. Name of Section 504 Coordinator		
3. Is a procedure established for handling Sec. 504 complaints?		
4. Does the grantee include a non-discrimination notice in marketing, advertising, and informational materials for CDBG activities?		
5. Have any complaints been filed during this project? Disposition of complaints		
Anti-Displacement		
1. Does the grantee have an anti-displacement plan? Date of Adoption		
Section 3		
1. Has the grantee adopted a Section 3 plan? Date of Adoption		
2. Is there evidence that the grantee made special efforts to target advertisement of employment opportunities to local LMI, minority and women applicants?		
3. Is there evidence that the grantee uses small business located in or owned by disadvantaged persons in Section 3 areas?		
4. Does the grantee maintain lists of lower income section 3 area resident applying for employment, & hired for employment?		
Grantee Workforce		
1. Does the grantee have written personnel policies which include Equal Opportunity provisions? Date of Adoption		
2. Does the grantee have an Affirmative Action Plan? Date of Adoption		
3. How many people are employed by the grantee?		
4. What is the racial & ethnic breakdown of the workforces?		
5. Are there any handicapped works? How many		
Fair Housing		
1. Is there evidence that grantee takes action to affirmatively further fair housing?		
2. Is a procedure established for handling fair housing complaints?		
3. Have any complaints been filed during this project? Disposition of complaints_____.		
Language Access Plan (LAP)		
1. Has the grantee adopted an LAP? Date of Adoption		
2. Is there evidence that the grantee makes special efforts (including outreach) to include Limited English Proficiency individuals in vital public planning processes?		
3. Is there evidence that the grantee provides translation services, both written & oral when reasonable requested & needed?		
4. Does the grantee have bilingual staff? What languages? _____;		
5. Does the grantee conduct a survey of the special needs of LEP persons?		
6. Does the grantee analyze rate of participation based on race, ethnicity, gender & disability on an annual basis?		
7. Does the grantee identify potential causes of under-participation & develop remedies to overcome any of these causes?		