

Division of Energy, Housing and Community Resources (DEHCR)

Community Development Block Grant Housing Program –Monitoring Checklist

Grantee Name: _____ **Contract Number:** _____

Grant Item Reviewed

☐ ____ Application Documents

☐ ____ Citizen Participation Documents

Adopted Citizen Participation Plan

Public hearing dates (minutes attached): ____1 ____2

Both advertised 14 days ahead of time? ____1 ____2

☐ ____ Statement of Assurances

☐ ____ Dates of Grant Agreement being met.

Start date of grant _____

Start date of construction _____

End of construction/program _____

End of grant _____

☐ ____ Grant Agreement Documentation

☐ ____ Environmental Review Documents

☐ ____ Procurement and Contracting Documentation

☐ ____ Fair Housing Documentation

- 1
- 2
- 3

☐ ____ Equal Opportunity and Section 3 Efforts/Compliance

☐ ____ Section 3 Reporting

☐ ____ MBE/WBE Reporting

☐ ____ Anti-Lobbying Certification

☐ ____ Financial Management Documentation

☐ ____ Single Audit Documentation

☐ ____ Outreach Efforts

☐ ____ Individual Housing Project File

Grant Specialist Name and Signature

Date

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FINANCIAL MANAGEMENT

GRANT

_____ Signature Certification form

_____ Depository Certification form

GRANT ACCOUNT TRANSACTIONS JOURNAL:

_____ Is current

_____ Records all fund receipts into Grant Account

_____ Records all disbursements on the day they were made from the Grant Account

_____ Lists all check numbers and indicates which, if any, are voided checks (verify)

_____ Shows balance of Federal Funds on Hand for every day a disbursement was made

_____ Shows the same disbursements to date as appears on the last Request for Payment of CDBG Funds

_____ Disbursements from Grant Account authorized/signed by municipal official (clerk, finance director, etc.)

REHABILITATION OBLIGATION TRACKING JOURNAL:

_____ Is current

WORKING ACCOUNT TRANSACTIONS JOURNAL:

_____ Is current

_____ Records deposits into the Working Account from the Grant Account

_____ Documents that funds drawn for rehab projects were disbursed in 10 days from date deposited in account

_____ Documents that RLF project funds were disbursed before requesting additional grant funds.

_____ Documents that RLF admin funds were used for appropriate purposes.

_____ Working Account reconciles with Bank Statement

Date of Bank Statement: _____

- | | | |
|-----|---|----------|
| 1. | Balance of Working Account Transactions Journal | \$ _____ |
| (-) | 2. Deposits not shown on Bank Statement | \$ _____ |
| (+) | 3. Checks not cleared on Bank Statement | \$ _____ |

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(=) 4. \$ _____

5. Balance from Bank Statement \$ _____

(#4 should equal #5)

SOURCE DOCUMENTS TO SUPPORT FINANCIAL TRANSACTIONS:

_____ There is an invoice for each check

_____ The drawdowns were disbursed for the budget categories from which they were requested.

_____ If administrator is municipal employee, timesheets verify expenditure of administrative funds