

# ADMINISTRATIVE REQUIREMENTS

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**NOTES**

## CHAPTER 2: ADMINISTRATIVE REQUIREMENTS

An important part of any grant is grant administration. Grant recipients are required to prepare, maintain and submit to the Division of Energy, Housing and Community Resources (DEHCR) all records required to document compliance with the Community Development Block Grant (CDBG) program. The Unit of General Local Government (UGLG) may assign the duties to a designated Grant Administrator, who may be an employee or elected official of the municipality or a contracted third party through a professional services firm or organization.

The UGLG is responsible for ensuring that all financial and reporting requirements in the *CDBG Implementation Handbook* and the executed *Grant Agreement* are met. If the financial and reporting requirements are not met, then the project is considered to be non-compliant and the UGLG will be asked to pay back the funds to the State. Until compliance is reached and/or the requested funds returned to DEHCR (if applicable), the UGLG may be ineligible to apply for other CDBG funding.

The rules and regulations governing the activities of the CDBG program can be found at: <https://www.hudexchange.info/programs/cdbg/cdbg-laws-and-regulations/>.

### RESPONSIBILITIES OF THE UGLG AND DESIGNATED GRANT ADMINISTRATOR

The responsibilities of the UGLG and designated Grant Administrator include the following:

- Prepare documents and facilitate the process to respond to DEHCR requests and requirements for the execution of the *Grant Agreement* and any subsequent *Grant Agreement* amendments.
- Ensure UGLG compliance with all terms of the *Grant Agreement* and timely completion and/or submission of items listed in the *Time Table* (Attachment A) in the *Grant Agreement*.
- Ensure UGLG compliance with all policies in the Bureau of Community Development *CDBG Implementation Handbook* and federal and state regulations for the CDBG program.
- Establish a file management system to comply with CDBG program recordkeeping and monitoring requirements.
- Establish a financial management system to track and maintain documentation for CDBG and match funding expenditures, receipts, and payments/disbursements.
- Ensure all contracting for the CDBG project meets all applicable federal, state and local policy procurement requirements, following the guidance and requirements in Chapter 3: *Procurement & Contracting* of this *Handbook*; and maintain procurement and contracting documentation in the CDBG project file.
- Ensure the UGLG demonstrates efforts to encourage the disclosure and review of potential conflicts of interest prior to the execution of contracts;

and maintain documentation of demonstrated efforts in the CDBG project file.

- Ensure all contracts awarded for the CDBG project have all applicable required federal language for Labor Standards, Build America, Buy America (BABA), Equal Opportunity, and Section 3 compliance; and maintain copies of the contracts in the CDBG project file.
- Ensure all companies/firms that are awarded a contract for the CDBG project have signed a *Lobbying Certification* form (Attachment 3-D) provided in Chapter 3: *Procurement & Contracting* of this *Handbook*; and maintain copies of the completed forms in the CDBG project file.
- Ensure debarment checks are conducted on SAM.gov to verify no companies/firms awarded contracts in connection with the CDBG project are debarred, and maintain the SAM.gov records in the CDBG project file.
- Ensure compliance with all applicable federal, state and local environmental regulations and requirements for the CDBG project, including completing all required environmental related activities, document preparation and submissions, and responding to federal, state and local agency/entity requests.
- Ensure compliance with all federal and state acquisition and relocation regulations and requirements applicable to the CDBG project and maintain recordkeeping on the *Acquisition/Relocation Monitoring Checklist* (Attachment 5-K) provided in Chapter 5: *Acquisition/Relocation* of this *Handbook*.
- Distribute Section 3 reporting and data collection documents to contractors and provide guidance and supporting documents (e.g., instructions, *Section 3 Employee Income Certification* forms, *Section 3 Business Concern Certification* forms, *Contractor Section 3 Reports*, etc.) to contractors; and maintain copies of the completed individual contractor reporting and certification documents in the CDBG project file.
- Ensure compliance with all Labor Standards regulations and requirements applicable to the CDBG project; with the Grant Administrator performing the duties of the Labor Standards Officer, as listed in Chapter 7: *Labor Standards* of this *Handbook*, unless otherwise formally designated to another party.
- Ensure the proper CDBG project signage is posted at the construction site if construction, rehabilitation, demolition, and/or environmental remediation activities at the project site are part of the scope of work.
- Prepare and compile payment request documents (e.g., *CDBG Payment Request* form, *Cash Control Register*, *CDBG Disbursements Journal*, *Matching Funds Journal*, invoices, payment receipts, copies of processed checks, bank statements, etc.) for the UGLG's official review and approval; and submit a completed *CDBG Payment Request* form and the supporting documents to DEHCR in accordance with the terms of the *Grant Agreement* and requirements listed in Chapter 8: *Financial Management* of this *Handbook*.
- Prepare reporting documents (e.g., *Semi-Annual CDBG Project Data Report* and *Summary Narrative Report*, *Annual Single Audit Statement*, *CDBG Jobs Project Employee Self-Certification Report* (if applicable), *Client Income Certification Report* (if applicable), *Microenterprise Self*

*Certification Report* (if applicable), etc.) for the UGLG's official review and approval; and submit completed reports in a timely manner in accordance with the *Time Table* (Attachment A) in the *Grant Agreement* and Chapters 6, 7 and 9 of this *Handbook*.

- Ensure timely submission of the UGLG's *Single Audit Report* (completed by the independent financial auditor(s)) to the Federal Audit Clearinghouse (FAC) and submission of the FAC email confirmation of the UGLG's *Single Audit Report* to DEHCR, as applicable, on an annual basis, as listed in the *Time Table* (Attachment A) in the *Grant Agreement* and in accordance with the terms in Chapter 9: *Reporting* of this *Handbook*.
- Coordinate and ensure the UGLG's timely completion of the Fair Housing Actions, as listed in the *Time Table* in Attachment A and in Attachment F of the *Grant Agreement*; and submit the required documentation to DEHCR. Follow the Fair Housing Actions guidance in Chapter 6: *Equal Opportunity, Fair Housing and Section 3* of this *Handbook*.
- Coordinate and ensure the UGLG's timely completion of the second public hearing required for CDBG projects, as listed in the *Time Table* (Attachment A) in the *Grant Agreement*; and submit the required documentation to DEHCR. Follow the Citizen Participation 2<sup>nd</sup> Public Hearing guidance in Chapter 6: *Equal Opportunity, Fair Housing and Section 3* of this *Handbook*.
- Organize files, compile documentation, and respond to requests from DEHCR during the monitoring process, including preparing the *Self-Monitoring Checklist* (Attachment 2-B), the *Acquisition/Relocation Monitoring Checklist* (Attachment 5-K, if applicable), and the official response letter to the monitoring report for the UGLG's official review and signature (if applicable); and ensure submission of monitoring documentation requested by DEHCR in a timely manner. Follow the guidance in Chapter 5: *Acquisition/Relocation* in this *Handbook*.
- Prepare the *Project Completion Report* and all supporting documents for the UGLG's official review and signature; and ensure timely submission of all completion related documents. Follow the guidance in Chapter 10: *Project Completion* of this *Handbook*.
- Submit the final *Financial Certification of Completion* and financial journals, bank statement(s), and any other supporting documentation required to finalize completion for the CDBG project. Follow the guidance in Chapter 10: *Project Completion* of this *Handbook*.
- Maintain and review documentation for all aspects of the CDBG project on an on-going basis to ensure completeness.
- Respond to requests for information and documentation from DEHCR on an on-going basis throughout the CDBG project Performance Period and following DEHCR issuing the Project Completion Certification, as necessary.
- Ensure the UGLG has a complete CDBG project file with all documents associated with the project upon completion of the project for records retention and to respond to any future open records requests by the public and document requests by state and federal entities for monitoring and regulatory purposes.

## RECORDKEEPING

The UGLG must prepare, keep, maintain and submit to DEHCR all records required to document compliance with the CDBG program. This may include all contracts relating to the implementation of the *Grant Agreement*. **Such records shall be retained indefinitely until written notification from DEHCR has been obtained.** Prior to disposal of any record the UGLG must send a request to DEHCR, and only upon receipt of written confirmation from the Division Administrator or his/her designee, may the records in question be destroyed.

## FILES

Generally, all files should be kept at the UGLG's official location. All file documents that are required to be provided to DEHCR during and after the project performance period must be available and submitted in electronic format via email or another web-based system. Hard copies will not be accepted.

If the file storage system is in hard copy (i.e., paper) format, then the UGLG must have scanning capabilities to convert documents to an electronic format when submitting them to representatives from DEHCR, HUD and/or other regulating entities. The scanned/electronic versions of the converted documents must be clear and legible.

The UGLG's electronic record-keeping system for the CDBG project shall meet the following standards:

- The electronic system must be secure.
- Documents shall be stored on a network location protected with a password.
- Only designated personnel shall have access to the CDBG project electronic data.
- The documents stored within the system must be made available to representatives of DEHCR, HUD, and other state and federal regulating entities upon request.

Retaining the hard copies of the signed documents with the original signatures is recommended but not required. DEHCR and HUD allow for all records retention for the CDBG project to be in electronic format.

The UGLG should maintain grant files and documentation included on the *File Checklist* (Attachment 2-A).

## GRANT AGREEMENT

DEHCR will send the *Grant Agreement* to grant recipients for review and signature. The *Grant Agreement* will be based upon the application submitted by the UGLG and contain the budget, scope of work, time table, use of program income and commitment of additional funds, as stated in the application and pre-agreement documents provided by the UGLG. In addition, the *Grant Agreement*

includes standard or “boiler plate” language to ensure compliance with state and federal requirements.

The UGLG’s Chief Elected Official (CEO) must sign and date the *Grant Agreement*. The signed *Grant Agreement* is fully executed upon both the UGLG CEO and the State of Wisconsin Department of Administration authorized representative signing the document. An executed copy will be provided to the UGLG.

DEHCR makes grant awards of specific dollar amounts for particular activities. If funded projects are completed for a lesser amount than was originally budgeted, excess CDBG funds may be recaptured by DEHCR and used to fund future grants, particularly if minimum match funding requirements were part of the terms of the CDBG award and were not met.

## **GRANT AGREEMENT AMENDMENTS**

Amendments to the *Grant Agreement* must be requested by the local Chief Elected Official (CEO) in writing at least 30-days prior to the *Grant Agreement’s* performance period end date, and must:

- Be presented on the local municipality’s letterhead;
- Include a detailed list of changes to the contract that the UGLG is requesting (e.g., scope of work revisions, revised time table, revised budget table, etc.);
- Include a brief explanation for why the amendment is needed and justification for the changes, including all factors outside the UGLG’s control that may have caused the need for the amendment;
- Be signed by the CEO
- Be submitted via email to the assigned DEHCR Project Representative.

Amendment requests received by DEHCR less than 30-days prior to the *Grant Agreement’s* performance period end date will be ***ineligible*** for consideration.

## **MONITORING**

Per federal regulations, representatives from DEHCR and HUD are required and authorized to review files and records associated with the CDBG project. All CDBG project files and documents must be made available/provided in electronic format upon request. Being monitored by DEHCR does not exempt an UGLG from being monitored by HUD, and monitoring by DEHCR and/or HUD may occur any time during the CDBG project performance period or after project completion, until the UGLG receives written authorization from DEHCR that project files may be destroyed.

## IMPORTANT NOTICE!

Monitoring of the UGLG's project files can be performed by DEHCR and/or HUD at any time until written authorization is received from DEHCR that project files may be destroyed.

UGLGs will be monitored by DEHCR at least once during the project performance period specified in the *Grant Agreement*. A standard monitoring by DEHCR will be completed using the desk monitoring method or on-site monitoring method as summarized below. ***The timeline and process may vary if the monitoring is occurring in response to a particular issue with the project, or in response to a request from the UGLG, HUD or another regulating entity.***

The *File Checklist* (Attachment 2-A) and the *Self-Monitoring Checklist* (Attachment 2-B) are useful tools for UGLGs to use to verify that the CDBG project file is complete both prior to monitoring and at project completion. UGLGs may use both checklists on an on-going basis to ensure that the necessary documents are being collected and maintained throughout the project.

### DESK MONITORING METHOD

When the method of monitoring is through a desk monitoring, project documents are reviewed by DEHCR remotely rather than on-side. The standard (typical) process\* for a desk monitoring is as follows:

1. DEHCR will email a monitoring notice letter to the UGLG (typically at least 30 days prior to the desk monitoring date) to inform the UGLG and Grant Administrator that a desk monitoring has been scheduled.
2. The UGLG may be required to complete and submit the current version (as provided by the DEHCR Project Representative) of the *Self-Monitoring Checklist* (Attachment 2-B) and may be required to complete and submit the *Acquisition/Relocation Monitoring Checklist* (Attachment 5-K) prior to the scheduled desk monitoring date. The monitoring notice letter will specify the checklist(s) due date and scheduled desk monitoring date.
3. The DEHCR Project Representative will review the completed *Self-Monitoring Checklist* and *Acquisition/Relocation Checklist* (if required to be submitted by the UGLG) for completeness, accuracy and compliance verification.



4. The UGLG may also be required to submit additional documents and/or information (only as requested by the DEHCR Project Representative) from the UGLG's CDBG project file via email or an online file sharing system for DEHCR's review as part of the desk monitoring process. The request for the additional file documents and/or information may occur before or after the DEHCR Project Representative reviews the UGLG's completed checklists. DEHCR may make additional document and information requests from the UGLG on the desk monitoring date and/or days following, as deemed necessary by the DEHCR Project Representative. The monitoring process may include a review of DEHCR's file for the CDBG project by the DEHCR Project Representative, as well.
5. DEHCR will issue a monitoring report (letter) to the UGLG, typically within 30 days of the desk monitoring date, summarizing the monitoring review and any findings or concerns, if applicable.
6. If no additional action is required for the desk monitoring, then the monitoring report will indicate that the monitoring is complete/concluded. If any findings or concerns are identified during the monitoring that require additional corrective action by the UGLG, the UGLG will have 30 days to respond to the monitoring report and complete the corrective action(s) specified (or to provide a proposed timeline for completing the corrective action(s) if additional time is required). The DEHCR Project Representative will advise the UGLG of future deadlines as applicable.
7. Communications between the UGLG and DEHCR will continue until the corrective action(s) is/are completed and approved by DEHCR. The UGLG must be responsive to DEHCR's communications and deadline requirements to be in compliance with the Grant Agreement requirements.
8. DEHCR will email a letter to the UGLG informing the UGLG when the desk monitoring process is complete, once DEHCR has received and approved the UGLG's response to the monitoring report and the documentation for the corrective action(s) taken/completed (if required).

Additional monitoring may be scheduled for a future date after (as follow up to) the desk monitoring, if deemed necessary by DEHCR.

*\*The timeline and process may vary if the monitoring is occurring in response to a particular issue with the project, or in response to a request from the UGLG, HUD or another regulating entity.*

## **ON-SITE MONITORING METHOD**

When the method of monitoring is through an in-person on-site visit, the DEHCR Project Representative visits the site where the UGLG's project files are stored and/or visits the project location to monitor the CDBG project. The standard (typical) process\* for an on-site monitoring is as follows:

1. DEHCR will email a monitoring notice letter to the UGLG (typically at least 30 days prior to the desk monitoring date) to inform the UGLG and Grant Administrator that an on-site monitoring has been scheduled and to confirm the time and location. Typically, the DEHCR Project Representative will communicate with the UGLG and/or Grant Administrator prior to issuing the monitoring notice letter to confirm availability. The UGLG may be requested to provide a conference room or other enclosed area in which at least two people can work comfortably during the on-site visit. The DEHCR Project Representative may also request arrangements to visit and/or tour the project site location(s).
2. The UGLG may be required to complete and submit the current version (as provided by the DEHCR Project Representative) of the *Self-Monitoring Checklist* (Attachment 2-B) and may be required to complete and submit the *Acquisition/Relocation Monitoring Checklist* (Attachment 5-K)) prior to the scheduled on-site monitoring date. The monitoring notice letter will specify the checklist(s) due date and scheduled on-site monitoring date.
3. The DEHCR Project Representative will review the completed *Self-Monitoring Checklist* and *Acquisition/Relocation Checklist* (if required to be submitted by the UGLG) for completeness, accuracy, and compliance verification.
4. On the date of the on-site monitoring, the DEHCR Project Representative may meet briefly with the Grant Administrator and/or UGLG representative(s) to discuss the monitoring process and project status as needed; and will review documents from the UGLG's CDBG project file. They may also visit the project site location(s) and have a tour if previously arranged. To ensure an efficient and smooth on-site monitoring, UGLGs should have, to the greatest extent possible, all CDBG project file documentation ready and available for review in the format in which it is stored. The files should be organized to allow the DEHCR Project Representative to locate and view documents easily.
5. DEHCR will issue a monitoring report (letter) to the UGLG, typically within 30 days of the on-site monitoring date, summarizing the monitoring review and any findings or concerns, if applicable.
6. If no additional action is required for the monitoring, then the monitoring report will indicate that the monitoring is complete/concluded. If any findings or concerns are identified during the monitoring that require additional corrective action by the UGLG, the UGLG will have 30 days to respond to the monitoring report and complete the corrective action(s) specified (or to provide a proposed timeline for completing the corrective action(s) if additional time is required). The DEHCR Project Representative will advise the UGLG of future deadlines as applicable.
7. Communications between the UGLG and DEHCR will continue until the corrective action(s) is/are completed and approved by DEHCR. The UGLG must be responsive to DEHCR's communications and deadline

requirements to be in compliance with the Grant Agreement requirements.

8. DEHCR will email a letter to the UGLG informing the UGLG when the monitoring process is complete, once DEHCR has received and approved the UGLG's response to the monitoring report and the documentation for the corrective action(s) taken/completed (if required).

Additional monitoring may be scheduled for a future date after (as follow up to) the on-site monitoring, if deemed necessary by DEHCR.

*\*The timeline and process may vary if the monitoring is occurring in response to a particular issue with the project, or in response to a request from the UGLG, HUD or another regulating entity.*

## **ATTACHMENTS**

Attachments for this chapter are listed below.

ATTACHMENT 2-A: FILE CHECKLIST

ATTACHMENT 2-B: SELF-MONITORING CHECKLIST

## ATTACHMENT 2-A: FILE CHECKLIST

The image below represents page 1 of Attachment 2-A: *File Checklist*.

**Division of Energy, Housing and Community Resources (DEHCR)**  
Community Development Block Grant – File Checklist

### FILE CHECKLIST

**FOLDER: GRANT APPLICATION**

UGLG Files	Record of Submission to DEHCR	N/A	DOCUMENTS:
<input type="checkbox"/>	<input type="checkbox"/>		Application with signed Eligibility Certification, as submitted to DEHCR
<input type="checkbox"/>	<input type="checkbox"/>		Adopting Resolution the Citizen Participation Plan (CPP) or Signed Certification of Adoption or minutes from meeting of governing body in which CPP was adopted
<input type="checkbox"/>	<input type="checkbox"/>		Adopted Citizen Participation Plan
<input type="checkbox"/>	<input type="checkbox"/>		CDBG Application Public Hearing #1 Notice(s) (including affidavit of publication)
<input type="checkbox"/>	<input type="checkbox"/>		CDBG Application Public Hearing #1 Minutes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CDBG Application Public Hearing #1 Sign-In Sheet (required if attendees are not listed in the Hearing Minutes)
<input type="checkbox"/>	<input type="checkbox"/>		CDBG Application Public Hearing #1 Certification Form
<input type="checkbox"/>	<input type="checkbox"/>		Project Area & Service Area Map(s)
<input type="checkbox"/>	<input type="checkbox"/>		Fair Housing Actions Checklist (specifying the 3 actions that the local community will undertake)
<input type="checkbox"/>	<input type="checkbox"/>		Adopting Resolution (or other Certification or Verification of Adoption) of the Fair Housing Ordinance
<input type="checkbox"/>	<input type="checkbox"/>		Copy of the Fair Housing Ordinance
<input type="checkbox"/>	<input type="checkbox"/>		Residential Anti-Displacement and Relocation Assistance Plan (RADRAP)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acquisition/Relocation/Demolition Questionnaire (not applicable to Planning (PLNG) and Public Services (PS) projects)
<input type="checkbox"/>	<input type="checkbox"/>		Authorizing Resolution for Application Submission
<input type="checkbox"/>	<input type="checkbox"/>		Statement of Assurances
<input type="checkbox"/>	<input type="checkbox"/>		Lobbying Certification (signed by the UGLG)
<input type="checkbox"/>	<input type="checkbox"/>		Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force and the Barring of Exits and Entrances
<input type="checkbox"/>			Application correspondence
			<b><u>Income Survey Documentation (if income survey was required)</u></b>
<input type="checkbox"/>		<input type="checkbox"/>	Income Survey Certification Letter(s) issued by DEHCR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Income Survey Packet(s) Approved by DEHCR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Income Survey Data Forms document(s) Approved by DEHCR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Income Survey methodology used [including determination of service area/survey area, determination of minimum response rate required, randomization process (for Random Sample Surveys only), data calculations, records that verify property vacancy or non-residential status, etc.]
<input type="checkbox"/>		<input type="checkbox"/>	Records that verify property vacancy or non-residential status, if applicable
<input type="checkbox"/>		<input type="checkbox"/>	Completed/returned Income Surveys
<input type="checkbox"/>		<input type="checkbox"/>	Income Survey correspondence with property owners and other community members, DEHCR staff, etc.

*All documents applicable to the project file(s) may be requested for review by DEHCR or other monitoring entities.*

Access the complete and 'fillable form' version of this File Checklist on the Bureau of Community Development's [CDBG Implementation Handbook website](#). Under the "Chapter Attachments/Fillable Forms" section of the website, click on the link to the "2-A: File Checklist" document.

**ATTACHMENT 2-B: SELF-MONITORING CHECKLIST**

The image below represents page 1 of Attachment 2-B: *Self-Monitoring Checklist*.

**Division of Energy, Housing and Community Resources (DEHCR)**  
Community Development Block Grant – Self-Monitoring Checklist

UGLG:  
DEHCR Grant Agreement #:

**SELF-MONITORING CHECKLIST**

**Unit of General Local Government (UGLG)  
SELF-MONITORING CHECKLIST  
For Community Development Block Grant (CDBG) Projects**

*Complete this checklist and submit it to the assigned Division of Energy, Housing and Community Resources (DEHCR) Project Representative upon request during DEHCR’s monitoring of the CDBG project.*

Unit of General Local Government (UGLG):

DEHCR Grant Agreement #:

Preparer’s Name, Title, and Organization/Company/Firm: *(person completing this form):*

Preparer’s Phone Number: Preparer’s Email:

UGLG Approval: \_\_\_\_\_ Date of Approval by UGLG \_\_\_\_\_

\_\_\_\_\_  
Name of UGLG Approver\* Title of UGLG Approver\*

*\*Type in First & Last Name and Title of UGLG Approver of this document (required only if the Preparer is an external third-party).*

*\*By entering the name and title of the UGLG Approver above, the Preparer of this document is certifying that the person identified as the UGLG Approver is an employee or official from the UGLG; is authorized by the UGLG to review and approve this document; and approved and authorized the Preparer to submit this document to DEHCR on the UGLG’s behalf. The UGLG Approver must be the Chief Elected Official (CEO) or a person authorized/designated by the CEO on the Signature Certification Form (submitted with the pre-agreement documents for the project) or by the UGLG’s governing body to approve CDBG project documents.*

*If the person submitting this document is not the UGLG Approver, then the submitter must copy (cc) the UGLG Approver when emailing it to DEHCR.*

**TEMPORARY**

During the contract Performance Period, all UGLGs will be monitored and must complete this Self-Monitoring Checklist as part of the monitoring process.

Access the complete and ‘fillable form’ version of the File Checklist on the Bureau of Community Development’s [CDBG Implementation Handbook website](#). Under the “Chapter Attachments/Fillable Forms” section of the website, click on the link to this “2-B: *Self-Monitoring Checklist*” document.