



CDBG SUBRECIPIENT MONITORING REVIEW FORM
2008-2009 Fiscal Year

PART 1: GENERAL INFORMATION

CDBG Subrecipient: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_ Date: \_\_\_\_\_

On-site monitoring visit Conducted On: \_\_\_\_\_

Monitoring Letter Sent On: \_\_\_\_\_

Start & End Date of Project: \_\_\_\_\_

Type of Project (circle one):

Public Service Housing Economic Dev Slum / Blight Clearance

PART 2: National Objective and Eligibility

1. Which National Objective does this project meet (570.208)?

Benefit to Low-Moderate-Income Persons

- Low/Mod Area Benefit
Limited Clientele Benefit
Low/Mod Housing Benefit
Job Creation or Retention

Aid in the Prevention or Elimination of Slums or Blight

- On an Area Basis
On an Spot Basis

An Urgent Need

- Needs having a Particular Urgency

PART 3: PROGRAM OVERVIEW

1. Identify the anticipated goals of this project.

Proposed Scope of Service:

Number of People to be Served:

*Other:*

**2. What were the actual measurable accomplishments of this project to date?**

*Actual Scope of Services:*

*Actual Number Served:*

*Other:*

**3. Did the project provide the full scope of services proposed? If not, please explain.**

**4. Who was your intended client group?**

*Did you serve that Group?*

- a. Yes
- b. No (explain):

**5. Was your project on schedule? Explain reasons for any delays.**

- a. Yes
- b. No (explain):

**6. Did the project operate with the approved CDBG budget?**

- a. Yes
- b. No (explain):

**7. Did the project conform to any additional or special terms of the CDBG Contract?**

- a. Yes (explain):
- b. No

**8. If employees worked on both CDBG eligible and non-CDBG eligible activities, were appropriate time distribution records kept?**

- a. Yes
- b. No (explain):

9. **Did your agency contract out any of the work that was completed under this project (Rehab Projects Only)?**
- a. Yes
  - b. No

*If yes, please provide a list of the contractors used:*

10. **Did your agency use CDBG funds to secure supplies for the project?**
- a. Yes
  - b. No

*If yes, explain your procurement procedures.*

11. **Does your agency maintain a client file?**
- a. Yes
  - b. No

*If yes, please describe the type of information maintained.*

*If no, please explain why you do not keep a client file, or explain other record keeping methods utilized by your agency.*

12. **Who serves as the Project Manager for this project?** \_\_\_\_\_.

13. **Is the Project Manager familiar with the basic requirements established by HUD and the grantee for the use of CDBG funds?**
- a. Yes
  - b. No (Explain):

14. **Is the Project Manager located on-site and running the day-to-day operation of the program?**
- a. Yes
  - b. No (Explain):

15. Do you feel this program accomplished what it was originally designed to accomplish?
- a. Yes
  - b. No (Explain):

**PART 4: REVIEW OF FINANCIAL RECORDS**

1. Explain how your agency records and tracks the use of CDBG funds.
2. Does your agency record encumbrances or obligations against CDBG funds when contracts and purchase orders are executed?
- a. Yes
  - b. No (Explain):
3. Are your accounting records supported by source documentation such as invoices, contracts, and purchase orders?
- a. Yes
  - b. No (Explain):
4. Has your agency requested reimbursement for CDBG expenses in excess of immediate needs?
- a. Yes (Explain):
  - b. No
5. Are there revenue accounts to support any program income generated through CDBG?
- a. Yes (Explain):
  - b. No (Explain):
  - c. Not Applicable
6. What is the latest date of your agency's last audit? \_\_\_\_\_\*
- \* Agencies with budgets \$500,000 or greater must provide a copy of their audit to the City.

**Were any outstanding findings resolved?**

- a. Yes (Explain):



2. **Please describe your agency's greatest successes and challenges this program year.**

3. **Please provide any additional feedback about your agency, the city, or your program that you would like noted this program year.**

## **PART 7: LEVERAGE**

Please identify the sources and actual amounts of other funding received in the last year to support this CDBG project: (use back of sheet if necessary).