MONITORING CHECKLIST

*Site monitoring visits entail meeting key UGLG personnel, looking through documents and seeing the project. This list is meant to capture details that are not a part of a particular area of compliance but still helps to grasp the state of which the project is in.*

Date:

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| --- | --- |
| Grant # |       |
| UGLG Name |       |
| Project Name |       |
| Grant Term |       |
| Grant Amount | $       |
| Grant Balance | $       |
| Commitment Balance Available | $       |

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| SITE VISIT DETAILS |
| 1 | Date of Site Visit |       |
| 2 | Location of Site Visit |       |
| 3 | MEDC Representative(s) |       |
| 4 | UGLG Representative(s) |       |
| *Grant Administrator, Environmental Review Certifying Officer, Fair Housing Contact, Labor Standards Officer and Financial Officer must be available.**All documentation should be available for review onsite (even if stored at Certified Grant Administrator’s office).* |
| 5 | Name of business(es) visited |       |
| 6 | Status of Project |       |
| 7 | MEDC Concerns, Issues or Questions |  |
| 8 | UGLG Concerns, Issues or Questions |  |
| Comments:  |

***Findings of Deficiency*** (F) are program elements which do not comply with a Federal statute, regulation, or other applicable laws, guidelines and program policies.

***Areas of Concern*** (C) are potential findings or program weaknesses that should be improved upon to avoid future problems.

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| A. RISK ASSESSMENT  |
|  | Y | N | NA |  |
| A1 | [ ]  | [ ]  |  | A Risk Assessment was completed prior to Grant Agreement.      |
| A2 | [ ]  | [ ]  |  | Were there concerns identified on the risk assessment?      |
| A3 | [ ]  | [ ]  |  | If Yes, identify steps taken to address initial risk assessment concerns.      |
| A4 | [ ]  | [ ]  |  | If Yes, identify if any risk assessment concern is meets the Findings of Deficiency definition (see bottom of page 1 above)      |
| Notes:       |

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| B. NATIONAL OBJECTIVES – GAM Chapter 2*All projects are required to meet one of the National Objectives listed in B1, B2 or B3.* |
|  | Y | N | NA |  |
| B1F | [ ]  | [ ]  | [ ]  | All project activities have aided in the prevention or elimination of slums or blight [24 CFR 570.901(b)(2)]       |
| B2F | [ ]  | [ ]  | [ ]  | All project activities are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health and welfare of the community, and which are of recent origin or which recently became urgent, where the community is unable to finance the activity on its own and where the financial resources are not available to meet such needs [24 CFR 570.901(b)(3)]       |
| B3F | [ ]  | [ ]  | [ ]  | All project activities will benefit persons of low and moderate income. [Section 102(2) of the Housing and Community Development Act and 24 CFR 570.901(b)(1)]. The low-mod benefit is provided through compliance with either A, B or C below:[ ]  A. CDBG Job Creation: 1. Number of projected jobs created/retained identified in Michigan CDBG Grant Agreement.
2. Number of actual jobs created in most recent Progress Report.
3. Number of actual jobs created as determined during the on-site monitoring review.
4. Projected minimum hourly rate of pay $
5. Actual minimum hourly rate of pay $

OR[ ]  B. CDBG Housing Projects: Every household assisted with CDBG funds is a single unit structure and has an income at or below 80% of the area median, adjusted for family size. With regard to rental activities: For a 2-unit structure, at least 1 of 2 households assisted has an income at or below 80% AMI or for a structure with 3 or more units, at least 51% of the households assisted have incomes at or below 80% AMI.OR[ ]  C. CDBG Infrastructure Projects: A minimum of 51% of the households benefiting from infrastructure improvements have incomes at or below 80% of the area median, adjusted for family size.      |
| B4F | [ ]  | [ ]  | [ ]  | Project activities as approved and identified in the grant agreement continue to be eligible under Title I of the Housing and Community Development Act, as amended.      |
| Notes:       |

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| C. ENVIRONMENTAL REVIEW - GAM Chapter 5*UGLGs under the Michigan CDBG Program are required to maintain records which document their compliance with environmental review requirements. This checklist is provided as guidance to UGLGs in determining the documents which must be included in environmental review records. This checklist is used by state staff in conducting on-site monitoring reviews of CDBG projects including the review of environmental review records at the local level.* |
|  | Y | N | NA |  |
| C1F | [ ]  | [ ]  | [ ]  | A separate Environmental Review Record (ERR) established for each project. [24 CFR Sec 58.38] |
| C2F | [ ]  | [ ]  | [ ]  | **Exempt**[ ]  5A, Determination of Level of ER[ ]  5B, Finding of Exempt Activity[ ]  5E, Exempt Activities Determination Letter      |
| C2F | [ ]  | [ ]  | [ ]  | **CENST**[ ]  5A, Determination of Level of ER[ ]  5C, Finding of Cat Exclusion (not subject to)[ ]  5E, Exempt Activities Determination Letter      |
| C2F | [ ]  | [ ]  | [ ]  | **CEST**[ ]  5A, Determination of Level of ER[ ]  5D, Finding of Cat Exclusion (subject to)[ ]  5F, Statutory Checklist and supporting docs[ ]  5G, RROF[ ]  5J, Early Floodplain and/or wetland notice[ ]  5K, Final Floodplain and/or wetland notice[ ]  5L, Floodplain Determination[ ]  5M, Notice of Intent to RROF[ ]  DEQ Permit**[ ]**  Publication (tear sheet or affidavit). Affidavit required effective 06.01.11. [ ]  NOI/RROF (Categorically Excluded) dated       OR [ ]  FONSI (Environmental Assessment) dated       was: [ ]  Published in a newspaper of general circulation (or)  [ ]  Posted. Number of postings and locations:         For programs classified as Categorically Excluded:  Date of publication/posting      ,  Local/State comment period ended      ,  State/HUD comment period ended      .       |
| C2F | [ ]  | [ ]  | [ ]  | **Environmental Assessment**[ ]  5A, Determination of Level of ER[ ]  5F, Statutory Checklist and supporting docs[ ]  5G, RROF[ ]  5H, Env Assessment and supporting docs[ ]  5I, Combined Notice[ ]  5J, Early Floodplain and/or wetland notice[ ]  5K, Final Floodplain and/or wetland notice[ ]  5L, Floodplain Determination[ ]  DEQ Permit**[ ]**  Publication (tear sheet or affidavit). Affidavit required effective 06.01.11. [ ]  NOI/RROF (Categorically Excluded) dated       OR [ ]  FONSI (Environmental Assessment) dated       was: [ ]  Published in a newspaper of general circulation (or)  [ ]  Posted. Number of postings and locations:         For programs classified as Environmental Assessment:  Date of publication/posting      ,  Local/State comment period ended      ,  State/HUD comment period ended      .       |
| C3F | [ ]  | [ ]  | [ ]  | Copies of the SHPO consultation and response are included in the ERR. [Section 106 NHPA]Date of SHPO Response       is prior to Publication / posting date       above.Verify no conditions were attached.If there were conditions, confirm they were addressed.      |
| C4F | [ ]  | [ ]  | [ ]  | Tribal Consultation was conducted in accordance with Section 106 and documentation is included in the ERR. [Section 106 NHPA]NA for Exempt or CENST      |
| C5F | [ ]  | [ ]  | [ ]  | Any comments received by the public were documented and responses were provided.A copy of all the public comments received is found in the ERR. [24 CFR 58.43(c)]      |
| C6F | [ ]  | [ ]  | [ ]  | The State has authorized the release of funds (HUD 7516) and authorized the UGLG to incur costs. [24 CFR 58.71]      Release of Funds Date      Date of 1st ContractCDBG COSTSDate CDBG costs obligated or incurred:      Amount $     Documentation:      UGLG COSTSDate CDBG costs obligated or incurred:      Amount $     Documentation:      PRIVATE COSTSDate CDBG costs obligated or incurred:      Amount $     Documentation:            |
| C7F | [ ]  | [ ]  | [ ]  | Any changes in the project scope or location were documented.If necessary, a Re-Evaluation of the Environmental Findings was conducted (Form 5-N). [24 CFR 58.47]      |
| C8F | [ ]  | [ ]  | [ ]  | There were mixed-use, commercial and/or multifamily projects undertaken.If Yes, was Phase 1 approval and release issued by MEDC? [ ]  Yes [ ]  No       |
| Notes:       |

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| D. FINANCIAL MANAGEMENT – GAM Chapter 8*Grant recipients under the Michigan CDBG Program are required to comply with the grant administration and financial management guidelines set forth in 2 CFR 200, Uniform Administrative Requirements for Grants in Aid to State and Local Governments and the U.S. Office of Management and Budget (OMB) Circular No. A-87, Cost Principles for State and Local Governments.* |
|  | Y | N | NA |  |
| D1C |  |  |  | Name and title of UGLG’s Financial Officer responsible for generating financial statements and records in-house.      |
| D2F | [ ]  | [ ]  |  | Generally accepted accounting principles were followed.      |
| D3C | [ ]  | [ ]  |  | UGLG has an organization chart that sets forth the actual lines of responsibility.      |
| D4F | [ ]  | [ ]  |  | Duties for key employees of UGLG are defined.      |
| D5F | [ ]  | [ ]  |  | There is reasonable assurance that appropriate individuals approve recorded transactions.      |
| D6F | [ ]  | [ ]  |  | A local resolution was passed authorizing UGLG employees to provide signatures for signing checks and requesting payments.      |
| D7C | [ ]  | [ ]  |  | UGLG employees handling CDBG grant cash are bonded or insured.      |
| D8F | [ ]  | [ ]  |  | There is reasonable assurance that transactions and events are properly documented, recorded, and auditable.      |
| D9F | [ ]  | [ ]  |  | UGLG segregation of duties controls effectively reduce the opportunity for someone to perpetrate or conceal errors or irregularities in the normal course of duties.      |
| D10F | [ ]  | [ ]  |  | Accounting procedures used were equivalent to those specified in 2 CFR 200.      |
| D11F | [ ]  | [ ]  |  | UGLG demonstrates that its systems and/or procedures ensure that accurate information is collected and reported to the State.      |
| D12F | [ ]  | [ ]  |  | UGLG’s financial management system has a budget control system making it possible to compare actual expenditures with budgeted amounts for each supported activity.      |
| D13F | [ ]  | [ ]  |  | UGLG’s financial management system has sound internal control procedures that account for cash, real and personal property, and other assets.      |
| D14F | [ ]  | [ ]  |  | UGLG has proper inventory controls and records that are being maintained.      |
| D15F | [ ]  | [ ]  | **[ ]**  | Records were maintained documenting acquisition of all real and personal property purchased with CDBG funds. (Forms 8-B1 and 8-B2)COPY TO MEDC      |
| D16F | [ ]  | [ ]  | **[ ]**  | Records were maintained documenting disposition of all real and personal property purchased with CDBG funds. (Forms 8-B1 and 8-B2)COPY TO MEDC      |
| D17C | [ ]  | [ ]  |  | Overall, UGLG has a procedure for determining the following, related to cost:[ ]  reasonableness[ ]  allowability[ ]  allocability      |
| UGLG has the following supporting documentation in their Financial Records. |
|  | Y | N | NA |  |
| D18C | [ ]  | [ ]  | **[ ]**  | Evidence of local match and other leveraging      |
| D19F | [ ]  | [ ]  | **[ ]**  | Invoices, checks, time sheets, donations, etc.      |
| D20F | [ ]  | [ ]  | **[ ]**  | Invoices for each disbursement.      |
| D21C | [ ]  | [ ]  | **[ ]**  | Invoices marked/stamped PAID with date and check number.      |
| D22C | [ ]  | [ ]  | **[ ]**  | Proper approvals on invoices.      |
| D23F | [ ]  | [ ]  | **[ ]**  | Purchase orders for small grant purchases.      |
| D24F | [ ]  | [ ]  | **[ ]**  | Executed contracts.      |
| D25F | [ ]  | [ ]  | **[ ]**  | An executed contract for each payment to a contractor.      |
| D26F | [ ]  | [ ]  | **[ ]**  | The MEDC approval letter for review.      |
| D27F | [ ]  | [ ]  | **[ ]**  | Subrecipient Agreement, if applicable.      |
| D28F | [ ]  | [ ]  | **[ ]**  | Accounting records.      |
| D29F | [ ]  | [ ]  | **[ ]**  | Cash Journals      |
| D30F | [ ]  | [ ]  | **[ ]**  | UGLG journals and general ledger showing receipt and expenditure of grant funds.**COPY TO MEDC**      |
| D31F | [ ]  | [ ]  | **[ ]**  | For RLF only, First Restated Grant Agreement.      |
| D32F | [ ]  | [ ]  | **[ ]**  | Bank statements and copies of signed checks.      |
| D33F | [ ]  | [ ]  | **[ ]**  | Time and attendance records on file for review if UGLG is administering the grant or being paid for services with grant funds.      |
| D34F | [ ]  | [ ]  | **[ ]**  | Administration Activity Report (CGA log to track time/expenses).      |
| D35F | [ ]  | [ ]  |  | All grant expenditures were necessary, reasonable and allowable and in accordance with 2 CFR 200.      |
| D36F | [ ]  | [ ]  |  | UGLG has a system for properly servicing all CDBG-assisted loans, if applicable.      |
| D37F | [ ]  | [ ]  |  | As a result of the new Omni Circular1 guidance there are two sets of audit thresholds, one for awards funded from 2014 and earlier and another from 2015 and later.UGLG is aware of the annual expenditure thresholds below:1. If your grant award was funded from 2014 or earlier and the UGLG expends more than $500,000 during its fiscal year, then an A-133, or single audit is required.
2. If your grant award was funded from 2015 or later and the UGLG expends more than $750,000 during its fiscal year than a single audit under the Omni Circular guidelines is required.

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| D38F | [ ]  | [ ]  | [ ]  | UGLG completed a Single Audit.      |

|  |  |  |  |  |
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|  | Y | N | NA |  |
| D39F | [ ]  | [ ]  | **[ ]**  | UGLG completed an Audited Financial Statement.      |
| D40F | [ ]  | [ ]  |  | UGLG has completed and submitted a Single Audit Certification form (8-C).      |
| D41F | [ ]  | [ ]  |  | The Audit Requirements Certification form was signed by UGLG’s chief administrative official.      |
| D42C | [ ]  | [ ]  |  | UGLG has an accounting system other than the Portal (Salesforce) to track incoming and outgoing expenditures of grant dollars, program income and leveraged funds? Type of Tracking System which shows deposits, withdrawals and maintains a running balance being used (does not have to be electronic):            |
| D43F | [ ]  | [ ]  | **[ ]**  | Commitment of grant funds, match (as set forth in application and grant agreement) and leverage (overall amount of other investments) are recorded on this system (when contracts are executed, purchase orders issued, etc.) and backup documentation is available.*(See the recordkeeping requirements of 24 CFR, Sections: 570.506, 92.508, 84.21 and 85.20)*      |
| D44F | [ ]  | [ ]  | [ ]  | If using a Certified Grant Administrator, is UGLG following CGA Plan for financial management?        |
| D45C |  |  |  | Name and title of person(s) authorized to sign checks. (There should be at least two signers, at least one who is not the bookkeeper, check writer, or person responsible for authorizing disbursements.)            |
| D46C |  |  |  | Name and title of person(s) reconciling bank statements:            |
| D47C | [ ]  | [ ]  | [ ]  | The organization maintains Directors’ and Officers’ Liability insurance and/or Errors and Omissions coverage.       |
| D48F | [ ]  | [ ]  | [ ]  | Are there contract(s) in excess of $150,000 (all funding sources)?If Yes, identify which of the two performance guarantees were implemented:[ ]  Performance bond and insurance acquired for contracts (and subcontracts) in accordance with 2 CFR 200 or A-110 as applicable.[ ]  Other performance guarantees were used such as recorded lien waivers, contractor’s written workmanship guarantee, holding back final payment for satisfactory final inspection, obtaining property owner sign-off, compliance with Lien Recovery Act., etc.      |
| [ ]  NA. Describe why PI is not received:      PROGRAM INCOME – If Program Income is received, complete this section.  |
| D49F | [ ]  | [ ]  | **[ ]**  | Program Income has been used in accordance with Title I requirements, in accordance with CDBG Loan Program agreements, and program requirements outlined in the GAM.      |
| D50F | [ ]  | [ ]  | [ ]  | UGLG has a system for tracking Program Income generated by CDBG Loan Program funds or housing loans.COPY TO MEDC      |
| D51C | [ ]  | [ ]  | [ ]  | Program Income must be deposited into a separate fund or account (may be interest-bearing).      |
| D52C | [ ]  | [ ]  | [ ]  | Program Income information in UGLGs accounting records match the information reported to the State.      |
| D53C | [ ]  | [ ]  | [ ]  | Program Income received is prorated based on the percentage of MEDC federal funds used or is directly tied to the mortgage and note or net proceeds of sale.        |
| Notes:       |

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| E. CITIZEN PARTICIPATION – GAM Chapter 11*At a minimum UGLG's records for citizen participation should include the following:* |
|  | Y | N | NA |  |
| E1F | [ ]  | [ ]  |  | UGLG has a Citizen Participation Plan.      |
| E2F | [ ]  | [ ]  | [ ]  | Emphasis on participation by LMI persons who reside in slum or blighted area and/or area where funds are proposed to be used.      |
| E3F | [ ]  | [ ]  |  | Reasonable and timely access to local meetings, information and records relating to the actual use of funds.      |
| E4F | [ ]  | [ ]  |  | Public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program.      |
| E5F | [ ]  | [ ]  |  | Adequate notice (minimum of 5 days) for hearings.      |
| E6F | [ ]  | [ ]  |  | Accommodations for the handicapped.      |
| E7F | [ ]  | [ ]  |  | A minimum of two (2) public hearings.      |
| E8F | [ ]  | [ ]  |  | Formal written procedures to accommodate a timely written response (within 15 days where practicable) to written complaints and grievances.      |
| E9F | [ ]  | [ ]  |  | Needs of non-English speaking residents will be met where a significant number of non-English speaking residents are expected to attend.      |
| Disclosure Report |
| E10 | [ ]  | [ ]  | [ ]  | Identify whether the UGLG has received an aggregate of $200,000 or more in federal funding during the grant term of work AND during each State Fiscal Year (10/1 to 9/30).Term of work is       to      UGLG has received $200,000 or more in federal funds for:[ ]  10/1/20      to 9/30/20     [ ]  10/1/20      to 9/30/20     [ ]  10/1/20      to 9/30/20     [ ]  10/1/20      to 9/30/20     [ ]  10/1/20      to 9/30/20           |
| E11F | [ ]  | [ ]  | [ ]  | If so, UGLG has completed a Disclosure Report (Form 11-B) for each fiscal year.COPY TO MEDC      |
| Lobbying Activities |
| E12 | [ ]  | [ ]  | [ ]  | UGLG has used non-CDBG funds for lobbying for CDBG funds.      |
| E13F | [ ]  | [ ]  | [ ]  | If so, UGLG has completed the Disclosure of Lobbying Activities (Form 11-C).COPY TO MEDC      |
| Notes:       |

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| [ ]  NAF. PROCUREMENT AND CONTRACTING – GAM Chapter 4*At a minimum UGLGs are required to comply with grant administration and financial management guidelines set forth in 2 CFR Part 200. An UGLG must have its own documented procurement procedures that conform to the requirements of 2 CFR 200.* |
|  | Y | N | NA |  |
| F1F | [ ]  | [ ]  |  | The UGLG has its own documented procurement procedures (Form 4-A sample) which reflect State, local, and tribal laws and regulations (as applicable), and conform to the requirements of 2 CFR 200.*2 CFR 200.318(a) and 2 CFR 200.319(c)*COPY TO MEDC      |
| F2F | [ ]  | [ ]  |  | The UGLG maintains oversight to ensure contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.*2 CFR 200.318(b)*      |
| F3F | [ ]  | [ ]  |  | The UGLG has written standards of conduct covering conflicts of interest and governing the actions of its employees, officers, or agents engaged in the selection, award and administration of contracts supported by grant funds.*2 CFR 200.318(c)(1)*      |
| F4F | [ ]  | [ ]  |  | The UGLG’s procedures are designed to avoid acquisition of unnecessary or duplicative items, e.g., consolidating or breaking out procurements to obtain a more economical purchase, analyzing lease vs. purchase alternatives.*2 CFR 200.318(d)*      |
| F5F | [ ]  | [ ]  |  | The UGLG took adequate steps to ensure the award was made to a contractor that was responsible and able to perform successfully under the terms and conditions of the procurement, including considering such matters as the contractor’s integrity, compliance with public policy, record of past performance, and financial and technical resources.*2 CFR 200.318(h)*      |
| F6F | [ ]  | [ ]  |  | The UGLG took the required steps to determine the contractor was not debarred, suspended, or otherwise excluded from, or ineligible for, participation in Federal assistance programs or activities.*2 CFR 200.213*      |
| F7F | [ ]  | [ ]  | [ ]  | The UGLG conducted procurement transactions in a manner providing full and open competition.**NOTE**: In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include, but are not limited to: (1) Placing unreasonable requirements on firms in order for them to qualify to do business; (2) Requiring unnecessary experience and excessive bonding; (3) Noncompetitive pricing practices between firms or between affiliated companies; (4) Noncompetitive contracts to consultants that are on retainer contracts; (5) Organizational conflicts of interest; (6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and (7) Any arbitrary action in the procurement process.*2 CFR 200.319(a)*Recommended, but not required, when private beneficiaries acquire supplies and professional services and when beneficiaries engage construction contractors. |
| **Micro Purchases***Procurement by micro-purchase is the acquisition of supplies or services, when the aggregate dollar amount of which does not exceed the micro-purchase threshold. Micro-purchases may be awarded without soliciting quotations if the UGLG considers the price to be reasonable. See 2 CFR 200.320(a); 2 CFR 200.67, Micro-purchase. Recommended, but not required, when private beneficiaries acquire supplies and professional services and when beneficiaries engage construction contractors.* |
|  | Y | N | NA |  |
| F8F | [ ]  | [ ]  | [ ]  | The micro-purchase is within the threshold (currently $3,500 or in the case of acquisitions for construction subject to the Davis-Bacon Act, $2,000) established at 48 CFR Subpart 2.1.*2 CFR 200.67 and 2 CFR 200.320(a)* |
| F9F | [ ]  | [ ]  | [ ]  | The UGLG documented the price was reasonable or the UGLG solicited quotes.*2 CFR 200.67 and 2 CFR 200.320(a)* |
| **Small Purchases***Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold (currently, $150,000, but periodically adjusted for inflation). If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources. See 2 CFR 200.320(b); and 2 CFR 200.88, Simplified acquisition threshold. Recommended, but not required, when private beneficiaries acquire supplies and professional services and when beneficiaries engage construction contractors*. |
| F10F | [ ]  | [ ]  | [ ]  | The UGLG documented that it obtained price or rate quotations from an adequate number of qualified sources and the purchase did not exceed the Simplified Acquisition Threshold.*2 CFR 200.320(b)* |
| **Sealed Bids** (sometimes referred to as “formal advertising”)*Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all of the material terms and conditions of the invitation for bids, is the lowest in price. In order for sealed bidding to be feasible, the following conditions should be met: (1) A complete, adequate, and realistic specification or purchase description is available; (2) Two or more responsible bidders are willing and able to compete effectively for the business; (3) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price. See 2 CFR 200.320(c)(1). Recommended, but not required, when private beneficiaries acquire supplies and professional services and when beneficiaries engage construction contractors.* |
| F11F | [ ]  | [ ]  | [ ]  | Bids were solicited from an adequate number of known suppliers, providing them sufficient response time before the date set for opening the bids and the Invitation for Bids (IFB) was publicly advertised.*2 CFR 200.320(c)(2)(i)* |
| F12F | [ ]  | [ ]  | [ ]  | The Invitation for Bids (IFB), including specifications and pertinent attachments, clearly define the items or services needed in order for the bidders to properly respond to the IFB.*2 CFR 200.320(c)(2)(ii)*      |
| F13F | [ ]  | [ ]  | [ ]  | All bids were opened at the time and place stated in the IFB and opened publicly.*2 CFR 200.320(c)(2)(iii)* |
| F14F | [ ]  | [ ]  | [ ]  | A firm, fixed-price contract was awarded to the lowest responsive and responsible bidder, considering factors such as discounts, transportation cost, and life cycle costs.*2 CFR 200.320(c)(2)(iv)* |
| **Competitive Proposals***This procurement method is generally used when conditions are not appropriate for the use of sealed bids. Under this method, more than one source submits and either a fixed price or cost-reimbursement type contract is awarded. See 2 CFR 200.320(d). Recommended, but not required, when private beneficiaries acquire supplies and professional services and when beneficiaries engage construction contractors.* |
| F15F | [ ]  | [ ]  | [ ]  | The UGLG identified all evaluation factors and their relevant importance in the Request for Proposals (RFP), publicized the RFP and, to the maximum extent practicable, considered all responses to the RFP.*2 CFR 200.320(d)(1)* |
|  | Y | N | NA |  |
| F16F | [ ]  | [ ]  | [ ]  | Proposals were solicited from an adequate number of qualified sources.*2 CFR 200.320(d)(2)*      |
| F17F | [ ]  | [ ]  | [ ]  | The UGLG has a written method for conducting technical evaluations of the proposals received and for selecting recipients.*2 CFR 200.320(d)(3)*      |
| F18F | [ ]  | [ ]  | [ ]  | The contract was awarded to a responsible firm whose proposal was most advantageous to the program, with price and other factors considered.*2 CFR 200.320(d)(4)*      |
| F19F | [ ]  | [ ]  | [ ]  | If price was not used as a selection factor, the procurement: [ ]  (1) consisted of a qualification-based procurement of architectural/engineering professional services,[ ]  (2) focused on evaluation of competitors’ qualifications and selection of the most qualified competitor, and[ ]  (3) included negotiation of fair and reasonable compensation.*2 CFR 200.320(d)(5)*      |
| Noncompetitive Proposals*Procurement by noncompetitive proposals can only be used in the below circumstances with prior written approval from the MEDC. See 2 CFR 200.320(f). Recommended, but not required, when private beneficiaries acquire supplies and professional services and when beneficiaries engage construction contractors.* |
| F20F | [ ]  | [ ]  | [ ]  | The UGLG demonstrated one or more of the following circumstances applied: [ ]  the item was only available from a single source,[ ]  a public exigency or emergency for the requirement did not permit a delay resulting from competitive solicitation,[ ]  after solicitation of a number of sources, competition was determined inadequate, or [ ]  MEDC expressly authorized noncompetitive proposals in response to a written request from the UGLG.*2 CFR 200.320(f)*      |
| Contracting with Small Firms, Minority Firms, Women’s Business Enterprises, Disadvantaged Enterprises and Labor Surplus Area Firms (collectively “Firms”)*The UGLG must take all necessary affirmative steps to assure that small firms, minority firms, women’s business enterprises, and labor surplus area firms are used when possible. See 2 CFR 200.321.* |
| F21F | [ ]  | [ ]  | [ ]  | The UGLG took necessary affirmative steps to place qualified Firms on solicitation lists.*2 CFR 200.321(a); 2 CFR 200.321(b)(1)*      |
| F22F | [ ]  | [ ]  | [ ]  | The UGLG took necessary affirmative steps to assure such Firms were solicited whenever they were potential sources.*2 CFR 200.321(a); 2 CFR 200.321(b)(2)*      |
| F23F | [ ]  | [ ]  | [ ]  | The UGLG took necessary affirmative steps to divide procurement requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such Firms.*2 CFR 200.321(a); 2 CFR 200.321(b)(3)*      |
| F24F | [ ]  | [ ]  | [ ]  | The UGLG took necessary affirmative steps to establish delivery schedules, where the requirement permits, which encouraged participation by the Firms.*2 CFR 200.321(a); 2 CFR 200.321(b)(4)*      |
| F25F | [ ]  | [ ]  | [ ]  | The UGLG took necessary affirmative steps to use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.*2 CFR 200.321(a); 2 CFR 200.321(b)(5)*      |
|  | Y | N | NA |  |
| F26F | [ ]  | [ ]  | [ ]  | The UGLG took necessary affirmative steps to require prime contractors, when subcontracts are let, to take the affirmative steps listed in 2 CFR 200.321(b)(1) through (5) to Firms in grant-funded contracts.*2 CFR 200.321(a); 2 CFR 200.321(b)(6)*      |
| Contract Cost and Price. See 2 CFR 200.323. |
| F27F | [ ]  | [ ]  | [ ]  | An independent cost or price analysis was performed in connection with each procurement action, including each contract modification, where the cumulative amount of the original contract and contract modifications exceeded the Simplified Acquisition Threshold.*2 CFR 200.323(a)*      |
| F28F | [ ]  | [ ]  | [ ]  | Profit was negotiated as a separate element of price for each contract in which there was no price competition and in all cases where a cost analysis was performed.*2 CFR 200.323(b)*      |
| F29F | [ ]  | [ ]  | [ ]  | Contract pricing was based on a method other than cost plus a percentage of cost or percentage of construction cost.*2 CFR 200.323(d)*      |
| Bonding Requirements. See 2 CFR 200.325. |
| F30F | [ ]  | [ ]  | [ ]  | For contracts awarded for construction or facility improvements that exceed the Simplified Acquisition Threshold, the UGLG met the minimum Federal requirements for bid guarantees, performance bonds and payment bonds in 2 CFR 200.325 (or, alternatively, the bonding requirements of the UGLG) if MEDC has determined the Federal interest was adequately protected).*2 CFR 200.325*      |
| Contract Provisions. See 2 CFR 200.326. |
| F31F | [ ]  | [ ]  | [ ]  | For each of its procurement contracts, the UGLG has documented that it reviewed the applicability of the provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards (and noted briefly below) and included the applicable provisions in the contract.[ ]  1. Remedies for violation or breach of contract terms[ ]  2. Termination for cause and termination for convenience provisions[ ]  3. Rights to Inventions Made Under a Contract or Agreement[ ]  4. Clean Air Act and Federal Water Pollution Control Act[ ]  5. Debarment and Suspension[ ]  6. Byrd Anti-Lobbying Amendment[ ]  7. Procurement of Recovered Materials[ ]  8. Federal Wage Decision[ ]  9. Equal Employment Opportunity[ ]  10. Davis-Bacon Act and Copeland “Anti-Kickback” Act[ ]  11. Contract Work Hours and Safety Standards Act[ ]  12. Proof of Insurance*2 CFR 200.326*      |
| Notes:       |

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| [ ]  NAG. CONSTRUCTION MANAGEMENT AND LABOR STANDARDS - GAM Chapter 10*At a minimum, the UGLG's records for labor should include the following:* |
|  | Y | N | NA |  |
| G1 | [ ]  | [ ]  | [ ]  | This CDBG-funded rental project has more than 8 units in the building (regardless of the number of units that will be assisted).      |
| G2 | [ ]  | [ ]  | [ ]  | This CDBG-funded mixed-use building has:1. CDBG funds in any amount being used for commercial portion AND
2. Construction contract for more than $2,000.

      |
| G3 | [ ]  | [ ]  | [ ]  | This CDBG-funded activity has a construction contract for more than $2,000.      |
| If is “Yes” to G1, G2 or G3, this program / project requires compliance with DBRA, continue with the remainder of this section.If the answer is “No” for G1, G2 and G3, STOP HERE. DBRA compliance was not triggered. Proceed to next Section.  |
| G4C | [ ]  | [ ]  |  | Name of labor compliance officer:            |
| G5F | [ ]  | [ ]  |  | Federal wage rate determinations were requested and obtained from <http://www.gpo.gov/davisbacon/MI.html>       |
| G6F | [ ]  | [ ]  |  | Wage decision(s) number(s).      |
| G7F | [ ]  | [ ]  |  | Wage rate determinations were confirmed within 10 days prior to bid opening.Ten (10) day call form in file.      |
| G8F | [ ]  | [ ]  |  | HUD and SAM printouts are in file for all contractors and subcontractors.      |
| G9F | [ ]  | [ ]  |  | HUD and SAM printouts were verified prior to award of contract.      |
| G10F | [ ]  | [ ]  |  | Contract included wage rate determination, labor standards provisions, Section 3 clause, EO 11246, funding source reference, signed and dated by all parties.      |
| G11F | [ ]  | [ ]  |  | Four (4) Employee Rights Under the Davis-Bacon Act posters were posted on the job site (Form 4-S).COPY TO MEDC      |
| G12F | [ ]  | [ ]  |  | Labor Standards Officer received and reviewed all weekly statements of compliance and payrolls from all contractors and subcontractors.      |
| G13F | [ ]  | [ ]  |  | Labor Standards Officer received and reviewed all compliance materials related to payrolls including, but not limited to, Payroll Deduction Authorization forms, copies of Approved Fringe Benefits Plans, and court-required deduction documentation.      |
| G14F | [ ]  | [ ]  |  | UGLG reviewed Payrolls and workers received wages equivalent to those required by the wage decision.      |
| G15F | [ ]  | [ ]  |  | Worker interviews were conducted.      |
| G16F | [ ]  | [ ]  | [ ]  | Records of complaints received and their disposition were maintained (Form 10-P).COPY TO MEDC      |
| Notes:       |

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| [ ]  NAH. SECTION 3 - GAM Chapter 9 COMPLETE FOR CONTRACTS SIGNED ON OR BEFORE TO 11/29/2020 (24 CFR Part 135) |
|  | Y | N | NA |  |
| H1 | [ ]  | [ ]  |  | UGLG was awarded $200,000 or more and a construction contract awarded for $100,000 or more. If Yes, Section 3 applies. If no, proceed to Section I.      |
| H2F | [ ]  | [ ]  |  | UGLG has a Section 3 Policy (Form 9-B).COPY TO MEDC      |
| H3C | [ ]  | [ ]  |  | [ ]  UGLG has a Section 3 Plan for General Contractor (Form 9-B1)[ ]  UGLG has a Section 3 Plan for Subcontracts (Form 9-B2)      |
| H4F | [ ]  | [ ]  |  | Section 3 contractors were considered (Construction or Professional).      |
| H5F | [ ]  | [ ]  |  | If Yes, UGLG has Section 3 Business Concern Certification (Form 9-A1).COPY TO MEDC      |
| H6F | [ ]  | [ ]  |  | If contractors needed employees or trainees, were Section 3 residents considered for hire or training during the grant period?      |
| H7F | [ ]  | [ ]  |  | If Yes, does UGLG have Section 3 Resident Eligibility Certifications (Form 9-A) for Section 3 residents?COPY TO MEDC      |
| H8F | [ ]  | [ ]  |  | A Section 3 Summary Report, HUD-60002 (Form 9-C) was submitted to MEDC.      |
| H9C | [ ]  | [ ]  |  | UGLG has copy of submission in files.      |
| Notes:       |

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| [ ]  NAH. SECTION 3 - GAM Chapter 9 COMPLETE FOR CONTRACTS SIGNED ON AND AFTER 11/30/2020 (24 CFR Part 75) |
|  | Y | N | NA |  |
| H12 | [ ]  | [ ]  |  | UGLG was awarded $200,000 or more. If Yes, Section 3 applies. If no, proceed to next Section.      |
| H13F | [ ]  | [ ]  |  | UGLG has the most current Section 3 Policy (Form 9-B) – REVISED 10/10/22 OR LATERCOPY TO MEDC      |
| H14C | [ ]  | [ ]  |  | [ ]  UGLG has a Section 3 Contractor Plan (Form 9-B3) for General Contractor and subs included in construction contracts.      |
| H15F | [ ]  | [ ]  |  | If Section 3 contractors were utilized (Construction), does UGLG have Section 3 Business Concern Certification (Form 9-A1).COPY TO MEDC      |
| H16C | [ ]  | [ ]  |  | If Yes, UGLG has       |
| H17C | [ ]  | [ ]  |  | If new hires were needed, were Section 3 residents hired, employed, or trained during the grant period (Form 9-M)?COPY TO MEDC      |
| H18C | [ ]  | [ ]  |  | If Yes, were any Targeted Workers (Form 9-L)?       |
| H19C | [ ]  | [ ]  |  | Were benchmark goals met? [ ]  25% of total labor hours worked by section 3 worker?[ ]  5% or more of total labor hours worked by a Section 3 worker?       |
| H20F | [ ]  | [ ]  |  | If not, were qualitative/Safe Harbor goals met? |
| H21F | [ ]  | [ ]  |  | A Section 3 Total Labor Report Form 9-O was submitted to MEDC with the final payment disbursement.      |
| H22C | [ ]  | [ ]  |  | UGLG has copy of submission in files.      |
| Notes:       |

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| I. FAIR HOUSING AND EQUAL OPPORTUNITY - GAM Chapter 9*All UGLGs are required to comply with civil rights and nondiscrimination requirements as outlined in the Michigan CDBG Program Guidelines. Sufficient records should be maintained by UGLG to document compliance with these requirements, and may include the following information:* |
|  | Y | N | NA |  |
| I 1C | [ ]  | [ ]  |  | A community profile which shows a breakdown of the population by racial and ethnic minority and income characteristics.Data is available through [www.michigan.gov/census](http://www.michigan.gov/census) and [www.census.gov](http://www.census.gov).COPY TO MEDC      |
| I 2F | [ ]  | [ ]  |  | Executive Order 11246 language was included in all contracts (EO 11246, Part II, Subpart B).      |
| I 3F | [ ]  | [ ]  |  | UGLG has adopted a Fair Housing Resolution or Ordinance (Form 9-E).Date of resolution or ordinance:      COPY TO MEDC      |
| I 4F | [ ]  | [ ]  |  | Obtain a copy of UGLG’s fair housing policy.COPY to MEDC      |
| I 5C | [ ]  | [ ]  |  | UGLG has identified how they would affirmatively further Fair Housing.      |
| I 6F | [ ]  | [ ]  |  | Documentation of at least one action taken to affirmatively further Fair Housing (Form 13-A).      |
| I 7F | [ ]  | [ ]  |  | UGLG has a Fair Housing complaint process (Sample – Form 9-I).      |
| I 8C | [ ]  | [ ]  |  | The written complaint/appeal procedure is provided to applicants and beneficiaries upon request.      |
| I 9C | [ ]  | [ ]  |  | Were complaints regarding civil rights and discrimination received?      |
| I 10C | [ ]  | [ ]  |  | If yes, were they resolved or referred to the State for investigation and resolution (24 CFR 1.7 through 1.11)?      |
| I 11C | [ ]  | [ ]  |  | UGLG has a Section 504 ADA Self-Evaluation (Form 9-G).COPY TO MEDC      |
| I 12C | [ ]  | [ ]  |  | If UGLG has more than 15 employees, a Grievance Procedure Under Section 504 (Sample – Form 9-I) has been submitted.COPY TO MEDC      |
| I 13C | [ ]  | [ ]  |  | UGLG has a Non-Discrimination on Basis of Handicap (Sample – Form 9-J).COPY TO MEDC      |
| I 14F | [ ]  | [ ]  |  | UGLG has an Excessive Force Policy (Sample – Form 9- K).COPY TO MEDC      |
| I 15C | [ ]  | [ ]  |  | Specific actions were taken to insure nondiscrimination in the implementation of the Michigan Small Cities Program.      |
| Notes:       |

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| [ ]  NAJ. ACQUISITION - GAM Chapter 6*When acquiring Real Property (Real Property includes fee simple title, permanent & temporary easements needed for a CDBG project, Long Term Leases of 50 years or more, rights of way), UGLGs must comply with 49 CFR Part 24. Real Property to be acquired for a CDBG project will require some type of paperwork, regardless of who purchases the Real Property and who pays for the Real Property. The type of paperwork differs depending on whether the acquisition is involuntary or voluntary. Involuntary acquisition occurs when the purchasers have and will use the power of eminent domain if an amicable agreement cannot be reached. Separate files and checklists must be maintained for each acquisition.*  |
|  | Y | N | NA |  |
| INVOLUNTARY ACQUISITION*At a minimum, the UGLG’s Involuntary Acquisition records should document the following:* |
| J1F | [ ]  | [ ]  | [ ]  | All notices (Involuntary Preliminary Acquisition Notices/Invitations to accompany appraisers, Notice of Intent Not to Acquire, etc.) were personally served or sent by certified or registered first class mail, return receipt requested.*49 CFR 24.5*      |
| J2C | [ ]  | [ ]  | [ ]  | The Involuntary Acquisition Checklist has been completely filled out and all required supporting documentation attached for each involuntary acquisition.      |
| J3F | [ ]  | [ ]  | [ ]  | UGLG has adequate records of its acquisition activities in sufficient detail to demonstrate compliance with 49 CFR 24.*49 CFR 24.9(a)*      |
| UGLG’s file contains a copy of the following: |
| J4F | [ ]  | [ ]  | [ ]  | Involuntary Acquisition Notices*49 CFR 24.102(b)* |
| J5F | [ ]  | [ ]  | [ ]  | Invitations to accompany appraisers*49 CFR 24.102(c)(2)* |
| J6F | [ ]  | [ ]  | [ ]  | Appraisals and Review Appraisals **OR** written valuations (if appraisals are not required)*49 CFR 24.102(c)(1)* |
| J7F | [ ]  | [ ]  | [ ]  | Written Statements of Just Compensation*49 CFR 24.102(d)* |
| J8F | [ ]  | [ ]  | [ ]  | Written Offers to Purchase*49 CFR 24.102(d)* |
| J9C | [ ]  | [ ]  | [ ]  | Contracts of Sale |
| J10F | [ ]  | [ ]  | [ ]  | Statements of Settlement Costs/Closing Statements as evidence that property owners were reimbursed for all reasonable expenses associated with the transfer of the title.*49 CFR 24.106(a)* |
| J11C | [ ]  | [ ]  | [ ]  | Receipts of purchase price/copy of cancelled checks. |
| J12C | [ ]  | [ ]  | [ ]  | If acquisition was terminated, Notices of Intent Not to Acquire. |
| If condemnation was required, evidence of: |
| J13C | [ ]  | [ ]  | [ ]  | Formal written termination |
| J14C | [ ]  | [ ]  | [ ]  | Suit filed |
|  | Y | N | NA |  |
| J15F | [ ]  | [ ]  | [ ]  | Court deposit of Fair Market Value*49 CFR 24.102(j)* |
| J16C | [ ]  | [ ]  | [ ]  | Court resolution |
| J17C | [ ]  | [ ]  | [ ]  | Recorded documents      |
| VOLUNTARY ACQUISITION*At a minimum, the UGLG’s Voluntary Acquisition records should document the following:* |
| J18F | [ ]  | [ ]  | [ ]  | All notices (Voluntary Acquisition Notices, etc.) were personally served or sent by certified or registered first class mail; return receipt requested.*49 CFR 24.5* |
| J19C | [ ]  | [ ]  | [ ]  | The Voluntary Acquisition Checklist has been completely filled out and all required supporting documentation attached for each voluntary acquisition. |
| J20F | [ ]  | [ ]  | [ ]  | UGLG has adequate records of its acquisition activities to demonstrate compliance with 49 CFR 24.*49 CFR 24.9(a)* |
| UGLG’s file contains a copy of the following: |
| J21F | [ ]  | [ ]  | [ ]  | Voluntary Acquisition Notices (Form 6-B or 6-C)*49 CFR 24.101(b)(1)(iii-iv)* |
| J22C | [ ]  | [ ]  | [ ]  | Written valuations |
| J23C | [ ]  | [ ]  | [ ]  | Contracts of Sale |
| J24C | [ ]  | [ ]  | [ ]  | Statements of Settlement Costs/Closing Statements |
| J25C | [ ]  | [ ]  | [ ]  | Receipts of purchase price/copy of cancelled checks |
| J26C | [ ]  | [ ]  | [ ]  | Recorded documents |
| Notes:       |

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| [ ]  NAK. RELOCATION – GAM Chapter 7*When acquiring, rehabilitating, or demolishing property for CDBG assisted projects, UGLGs must ensure compliance with 49 CFR 24 and 24 CFR 42. Occupants of buildings must be notified regardless of whether or not they will be displaced as a result of the CDBG assisted activity. Occupants that are involuntarily displaced, both temporarily and permanently, must be provided relocation assistance and benefits. The type of paperwork differs depending on whether the occupant is not displaced/temporarily displaced and permanently displaced. Separate files and checklists must be maintained for each occupant.* |
|  | Y | N | NA |  |
| ANTI-DISPLACEMENT PLAN*All UGLGs must have an Anti-Displacement Plan.* |
| K1F | [ ]  | [ ]  |  | Residential Anti-Displacement and Relocation Assistance Plan (Form 7-A)*24 CFR 42.325(a)(2)* |
| K2F | [ ]  | [ ]  |  | The plan (1) indicates the steps to be taken to minimize displacement, (2) provides for relocation assistance, (3) provides for one-for-one replacement units.*24 CFR 42.325(B)(1-3)* |
| K3F | [ ]  | [ ]  |  | The plan was adopted.*24 CFR 42.325(a)(2)* |
| K4F | [ ]  | [ ]  |  | Plan was made public, e.g., published in local paper; posted on UGLG website.*24 CFR 42.325(a)(2)* |
| K5F | [ ]  | [ ]  |  | Plan and verification of publication/posting has been provided to the MEDC at monitoring.**COPY TO MEDC** |
| RELOCATION / NON-DISPLACEMENT*When occupants will not be displaced, the UGLG’s records should document the following:* |
| K6C | [ ]  | [ ]  |  | Move-In Notices provided to new tenants, if applicable. |
| K7F | [ ]  | [ ]  |  | All notices (General Information Notice, Notice of Non- Displacement, etc) were personally served or sent by certified or registered first class mail, return receipt requested.*49 CFR 24.5* |
| K8F | [ ]  | [ ]  |  | If temporarily displaced, all occupants were displaced for less than 12 months.*49 CFR 24.2(a)(9)(ii)(D)* |
| K9F | [ ]  | [ ]  |  | There was a record of written appeals or complaints filed by the occupants.*24 CFR 42.390* |
| K10F | [ ]  | [ ]  |  | If Yes, how were the appeals or complaints handled?*24 CFR 42.390* |
| K11C | [ ]  | [ ]  |  | Non-Displacement Checklist has been completely filled out and all required supporting documentation attached for each non-displacement. |
| K12F | [ ]  | [ ]  |  | UGLG has adequate records of its displacement activities to demonstrate compliance with 49 CFR 24.*49 CFR 24.9(a)* |
| UGLG’s file contains a copy of the following: |
| K13F | [ ]  | [ ]  |  | General Information Notices*49 CFR 24.203(a)* |
|  | Y | N | NA |  |
| K14C | [ ]  | [ ]  |  | Notices of Non-Displacement |
| K15F | [ ]  | [ ]  |  | Evidence of reimbursement for out-of-pocket expenses incurred in connection with any temporary relocation.*49 CFR 24.2(a)(9)(ii)(D)* |
| K16F | [ ]  | [ ]  |  | Evidence that temporary displacements were less than 12 months*49 CFR 24.2(a)(9)(ii)(D)* |
| K17C | [ ]  | [ ]  |  | Move-In Notices, if applicable. |
| RELOCATION / DISPLACEMENT*When occupants are involuntarily displaced, the UGLG’s records should document the following:* |
| K18C | [ ]  | [ ]  |  | Move-In Notices provided to new tenants, if applicable.      |
| K19F | [ ]  | [ ]  |  | All notices (General Information Notice, Notice of Eligibility for Relocation Assistance, Move-In Notice, etc) were personally served or sent by certified or registered first class mail, return receipt requested.*49 CFR 24.5*      |
| K20F | [ ]  | [ ]  |  | There was a record of written appeals or complaints filed by the occupants.*24 CFR 42.390* |
| K21F | [ ]  | [ ]  |  | If Yes, how were the appeals or complaints handled?*24 CFR 42.390* |
| K22F | [ ]  | [ ]  |  | Displacement Checklist has been completely filled out and all required supporting documentation attached for each displacement.      |
| K23F | [ ]  | [ ]  |  | UGLG has adequate records of its displacement activities to demonstrate compliance with 49 CFR 24.*49 CFR 24.9(a)* |
| UGLG’s file contains a copy of the following: |
| K24F | [ ]  | [ ]  |  | General Information Notices*49 CFR 24.203(a)* |
| K25F | [ ]  | [ ]  |  | Evidence of interviews to determine needs (Form 7-W or 7-AH).*49 CFR 24.205(c)(2)(ii)* |
| K26F | [ ]  | [ ]  |  | Evidence of comparable replacement units (Form 7-Y or 7-Z)*49 CFR 24.204 and 24.403(a)(1)* |
| K27F | [ ]  | [ ]  |  | Notices of Eligibility for Relocation Assistance*49 CFR 24.203(b)*      |
| K28F | [ ]  | [ ]  |  | Evidence of advisory assistance (Form 7-X)*49 CFR 24.205(c)* |
| K29F | [ ]  | [ ]  |  | Evidence of assistance with finding decent, safe, and sanitary replacement units (Form 7-X)*49 CFR 24.205(c)(2)(ii)(c) and 24.403(b)* |
| K30F | [ ]  | [ ]  |  | Evidence that replacement units are decent, safe, and sanitary.*49 CFR 24.205(c)(2)(ii)(c) and 24.403(b)*      |
|  | Y | N | NA |  |
| K31F | [ ]  | [ ]  |  | 90-Day Vacate Notices*49 CFR 24.203(c)(1)*      |
| K32F | [ ]  | [ ]  |  | Evidence of assistance with claim forms (Form 7-X)*49 CFR 24.205(c)*      |
| K33F | [ ]  | [ ]  |  | Evidence that claim payments were appropriate and processed expeditiously.*49 CFR 24.207(a-b)*      |
| K34C | [ ]  | [ ]  |  | Move-In Notices, if applicable.      |
| ONE-FOR-ONE LOW INCOME DWELLING UNIT REPLACEMENT*At a minimum, the UGLG’s one-for-one replacement records should document the following:* |
| K35F | [ ]  | [ ]  |  | All occupied and vacant occupiable lower-income dwelling units - that were demolished or converted to a use other than as lower-income dwelling units in connection with the project - have been replaced with acceptable comparable lower-income dwelling units.*24 CFR 42.375(a)(b)*      |
| K36C | [ ]  | [ ]  |  | Replacing Units Checklist (Form 7-AR) has been completely filled out and all supporting documentation attached.      |
| Notes:       |

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| L. RENTAL REHABILITATION [ ]  NA *Print a copy of the appropriate Rent Limits (based on effective date) and Utility Schedule to complete the “Rental Rehabilitation Annual Affordability Report” (save on laptop or take blank copy to complete onsite).* |
|  | Y | N | NA |  |
| L1C | [ ]  | [ ]  |  | UGLG maintains a record of all occupied and non-occupied rental units in the downtown.      |
| L2C | [ ]  | [ ]  |  | UGLG has a plan to market the rental units.      |
| L3C | [ ]  | [ ]  |  | Units were rented and tenant-occupied by the end of grant term.      |
| L4F | [ ]  | [ ]  | [ ]  | Units not rented or tenant-occupied by the end of the grant term and are HUD’s RED Flagged list.      |
| L5F | [ ]  | [ ]  |  | UGLG has procedures in place to assure lead safe requirements and lead-based paint notification requirements are met.      |
| L6F | [ ]  | [ ]  |  | UGLG had HQS and local code inspection of the units only when affordable (fair market rents) units are initially completed.      |
| L7F | [ ]  | [ ]  |  | UGLG has a copy of the one year initial tenant lease.      |
| L8C | [ ]  | [ ]  |  | UGLG’s project has demonstrated there is a fair and equitable distribution of rental units of the same quality and size throughout the building.      |
| L9F | [ ]  | [ ]  |  | UGLG maintains records that 51% of the federally funded rental units in the building have incomes at or below 80% of AMI at initial occupancy.      |
| L10F | [ ]  | [ ]  |  | UGLG used 1040 Method to determine income eligibility.      |
| L11C | [ ]  | [ ]  | [ ]  | For rental units less than 600 square feet, a market analysis to support unit size has been completed.      |
| L12F | [ ]  | [ ]  |  | UGLG has a copy of fair market rent limits and utility schedule in the file.      |
| Notes:       |

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| --- |
| [ ]  NAM. CERTIFIED GRANT ADMINISTRATOR, GAM Chapter 14 |
|  | Y | N | NA |  |
| M1F | [ ]  | [ ]  |  | The CGA submitted timely report documents and forms (ie, Progress Reports, Job Creation Summary Reports, etc.)      |
| M2C | [ ]  | [ ]  |  | The CGA complete their financial management responsibilities timely.      |
| M3C | [ ]  | [ ]  |  | The CGA provided timely payment request information to the UGLG.      |
| M4F | [ ]  | [ ]  |  | The CGA completed the general administration task for grant and project.      |
| M5F | [ ]  | [ ]  |  | The CGA managed the rehabilitation of the project as required by the MEDC to assure compliance with all regulations.      |
| M6F | [ ]  | [ ]  |  | The CGA submitted the correct construction and labor compliance documentation.      |
| M7F | [ ]  | [ ]  |  | The CGA assisted the UGLG in completing the National Objective Compliance and income verifications for the project.      |
| M8C | [ ]  | [ ]  |  | The CGA assisted the grantee in meeting the conditions and execution of the grant agreement.      |
| M9C | [ ]  | [ ]  |  | When issues or circumstances arose, the CGA communicated with the Program Specialist.       |
| M10F | [ ]  | [ ]  |  | The CGA attended the mandatory continuing education classes.      |
| M11 |  |  |  | What could the MEDC do to improve the CGA program?      |
| Notes:       |

N. EXIT INTERVIEW

The monitoring is completed by an Exit Interview with the appropriate staff or representative(s) to discuss the preliminary results of the monitoring visit and indicate that UGLG will receive a follow up letter outlining any monitoring findings identified to date and any actions required of UGLG.

|  |
| --- |
| UGLG and/or CGA QUESTIONS |
| N1 | What unanticipated problems or barriers have arisen during the implementation of the grant program?   |       |
| N2 | What could the MEDC do to improve the CDBG program? |       |
| N3 | Overview and brief assessment of visit. |       |
| N4 | How MEDC can assist UGLG to resolve any matters. |       |
| CDBG COMPLETE |
| N5 | Additional information/reports/forms not available at the monitoring that needs to be submitted by UGLG before the Program Specialist writes the follow-up letter.  |       |

UGLG Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

  UGLG Name, Title

CGA Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

  CGA Name, Title

Program Specialist Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

 Program Specialist Name

cc: File

**PRINT**

Monitoring Checklist

RR, Rent Limit Calculation form

RR, Utility Schedule

RR, Rent Limits for applicable effective dates