2009-2010

CDBG PUBLIC SERVICE SUB-RECIPIENT MONITORING

PROGRAM COMPLIANCE CHECKLIST

SubRecipient: _____

Program/Project: _____ P.O.# _____

Budget Amount: _____ Expended to date: _____

Date of on-site visit: _____ By: _____
(Print Name)

Signature: _____

QUARTERLY COMPLIANCE REPORTS	COMMENTS
1._____ Reports were timely. 2._____ Statistics were fully completed. 3._____ Accomplishments were entered in Narrative.	_____ _____ _____ _____

WORK PERFORMANCE

Y N 1.	Is the work being carried out as described in the application and agreement? Discuss any deviations:
Y N 2.	If no on #1, do all the changed activities appear to be eligible? Explain:
Y N 3.	Are staff and volunteers of sufficient number and training for activity? If not, explain:

MEETING NATIONAL OBJECTIVES

	What objective has subrecipient committed to meet? _____low/mod _____ Slums/blight (Area Benefit)
Y N 1.	Has the subrecipient met the objective stated in the contract? Explain:
	If meeting the low/mod objective, answer the following questions. If not, skip to #6.
Y N 2.	Do the subrecipient's files include documentation of program participants'/beneficiaries' income? If not, why:
Y N 3.	Did the subrecipient use an appropriate and consistent method of verifying beneficiaries' income? Briefly describe method, and if no, explain problems: [Watch for appropriate income limits, annual income calculation, etc.]
Y N 4.	Were 51% or above of the households or persons served income eligible? If no, explain:
Y N 5.	Were the low/mod income beneficiaries charged any inappropriate fees? If yes, explain:
Y N 6.	Is the target area where actual beneficiaries were/are served consistent with the target area boundaries stated in the application? If no, explain:

LEVERAGE

Y N 1.	Has subrecipient made the contributions of leverage, matching or funding from other sources as described in the application? Leverage/Match/Funding Source $ Committed Rec'd to date _____ _____ _____ _____ _____ _____ _____ _____ Total: $_____ $_____
	Explain shortfalls and/or differences in sources from the contract: