



Economic Development Monitoring Checklist

Recipient: _____ Contract #: _____

I. Desk Monitoring

*(If there is more than one **Participating Party**, the leverage, job creation, LMI benefit, cost per job and other factors must be reviewed for each **Participating Party**.)*

Check the appropriate box.

A. Does the Award Agreement require local government, or other public and / or private leverage? <i>(If yes, complete columns 1 - 4 on the Leverage Chart at the end of the Program Administration Checklist.)</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
B. Document the proposed cost per job contained in the application.			
Total Grant Amount	Total Number of FTE Jobs to Be Created	Total Number of LMI FTE Jobs to Be Created	Proposed Cost Per Job
C. Will program income be generated by this grant? <i>(If no, go to D.)</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
1. Has program income already been generated by this grant?			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. If yes , has it been remitted to the Department in accordance with the Award Agreement?			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
D. Has the Economic Development compliance area been previously monitored?			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
1. If yes , are there areas of findings, concerns, comments, or notes to be revisited at this time?			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. If applicable, list the areas below to be revisited and reviewed during the planned monitoring visit below: <i>(You may want to take a copy of the prior monitoring report(s) with you.)</i>			
E. Are there any Special Conditions that are yet to be cleared? If yes , list them below			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

II. On-Site Checklist

A. Review the program and special conditions with the Recipient. Are there any program or special conditions that apply to the Participating Party which have not yet been satisfied? If yes , list them and the planned efforts to address those conditions yet to be satisfied in the space below:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A



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Check the appropriate box.

<p>B. Are there any program or special conditions that apply to the Recipient which have not yet been satisfied? If yes, list them and the planned efforts to address those conditions yet to be satisfied below:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>C. Is the CDBG assistance for infrastructure?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • Based on a review of the plans and specs, the bid documents, and any change orders to date, does it appear that the infrastructure has been designed beyond that which is required by the Participating Party? If yes, describe below: 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>D. Is the Recipient making a loan with CDBG funds? <i>(If no, skip to E.)</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>1. If yes, has the loan been closed?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>2. If yes, have the CDBG funds been disbursed?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>3. If yes, have the loan documents for the CDBG loan been properly executed and recorded (with proper covenants, if applicable)?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>4. If yes, are CDBG loan funds being expended on a pro-rata basis with non-CDBG funds?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>5. Has the Recipient obtained personal guarantees, insurance documentation, or other documents, if required, in the special conditions?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>6. How will the loan be serviced?</p>	
<p>7. Has the Participating Party begun making payments?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • If yes, is the Participating Party up-to-date with its payments? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • If not, what collection effort has the Recipient undertaken to collect the past due payments? 	
<p>E. Is the CDBG assistance being used for something other than a loan or infrastructure (excluding administration and engineering)?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>1. If yes, describe the eligible economic development activity in the box below:</p>	

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Check the appropriate box.

2. If yes , describe below how is LMI benefit being provided by the above activities:		
3. Will the activity generate program income?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> • If yes, has the Participating Party begun making payments? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> • If yes, is the Participating Party up-to-date with its payments? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> • If not, describe what collection effort the Recipient has undertaken to collect the past due payments? 		
F. Is ethnicity and other required data being accumulated by the Recipient and Participating Party so that an updated Civil Rights profile can be completed prior to closeout?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
G. Job Creation to Date: <input type="checkbox"/> N/A <i>(If this is the closeout monitoring visit, skip to Section IV.)</i>		
1. How many FTE jobs are to be created per the Award Agreement? (See I. B.)		
2. How many FTE jobs for LMI persons are to be created? (See I. B.)		
3. How many permanent FTE jobs have been created to date?		
4. How many of those jobs are taken by or made available to LMI persons?		
5. What is the current level of LMI Benefit (G4/G3)?		
6. Determine the current cost per job created to date based on the above information:		
Total Grant Amount	Number of FTE Jobs Created to Date	Cost Per Job to Date
\$		\$
7. Does the cost per job currently exceed \$34,999?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8. If yes , does the Recipient understand that it may not close the grant until the cost per job no longer exceeds \$34,999, unless the Recipient is prepared to repay sufficient funds to attain that cost per job?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9. If the assistance is for infrastructure, does the Recipient understand that it must continue to track new jobs created by anyone accessing the infrastructure (if the jobs could not have otherwise been created) for one year following the completion of the CDBG infrastructure construction or until the cost per job no longer exceeds \$10,000 per job, whichever comes first? <i>(To complete this tracking, the grant must remain open until a cost per job of under \$10,000 is reached or for one year after infrastructure has been completed, whichever comes first.)</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A



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Check the appropriate box.

<p>10. Is the proper Section 8 Household Income Schedule being utilized to document LMI eligibility? <i>(Make sure LMI status is based on employee's county of residence, not job location.)</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>11. Is the Recipient or Participating Party accumulating Household Income Forms and a certified payroll for use in documenting the job creation and National Objective?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>12. If all contracted for jobs have not been created, explain in the box below:</p> 	
<p>13. Do any of the jobs contracted for include retained jobs?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<ul style="list-style-type: none"> • If yes, has the Recipient documented that 51% of those retained jobs are held or will be made available to LMI persons? 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<ul style="list-style-type: none"> • Was that documentation available and examined? 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<ul style="list-style-type: none"> • Does the documentation meet all regulatory requirements relating to retained jobs? 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>Comments:</p> 	

III. Job Creation Location Visit N/A

(If no construction has begun, this portion of the checklist may be skipped. Otherwise, it is completed for every visit.)

<p>A. Has the Participating Party begun the hiring process?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>B. Does a visual observation of the job creation location support the previously reviewed job creation documentation?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>C. Does it seem that the CDBG funds are being expended only on the contracted-for items?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>D. Does the visual review confirm that any leverage to be expended by the Recipient or a Participating Party is in fact being expended?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>E. Does it appear that infrastructure is constructed beyond that required by the Participating Party as a pre-requisite to job creation?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<ul style="list-style-type: none"> • If yes, are non-CDBG funds paying for the additional infrastructure? 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>Comments:</p> 	



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IV. Closeout or Post Job-Creation Monitoring N/A

(If the project is not ready to close, skip to V. Conclusions.)

Check the appropriate box.

A. Job Creation		
1. How many FTE jobs are to be created per the Award Agreement? (See I. B.)		
2. How many FTE jobs for LMI persons are to be created? (See I. B.)		
3. How many permanent FTE jobs have been created to date?		
4. How many of those jobs are taken by or made available to LMI persons?		
5. What is the current level of LMI Benefit (A4/A3)?		
6. Is the LMI Benefit documentation adequate (Household Income Survey Forms and payroll documentation from the Participating Party)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
7. Did the Recipient meet its contracted-for number of jobs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
B. If the Recipient used any method of documenting LMI benefit other than 51% of the jobs were taken by members of LMI households , describe in the box below the regulatory basis for that LMI benefit determination and the documentation the recipient has on file to validate that determination:		
C. What is the final cost per job?		
Total Grant Amount	Number of FTE Jobs Created to Date	Cost Per Job to Date
\$		\$
D. Does the final cost per job exceed \$34,999 per job?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> If yes, does the Recipient understand that it may not close the grant until the cost per job no longer exceeds \$34,999, unless the Recipient is prepared to repay sufficient funds to attain that cost per job? 		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
E. If any part of the CDBG assistance was for infrastructure, does the final cost per job exceed \$10,000 for those participating parties whose participation was contingent upon the Recipient providing said infrastructure?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> If yes, does the Recipient understand that it may not close the grant for one year following completion of construction of the CDBG infrastructure or until the cost per job no longer exceeds \$10,000. <i>(The Recipient may aggregate newly created jobs from additional businesses that have subsequently been able to create new jobs because of the availability of the infrastructure.)</i> 		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
F. Does a visual review of the operations of each Participating Party seem to confirm that the claimed number of new jobs actually exists?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A



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G. Has the expenditure of all leverage claimed for points in the application been documented? <i>(Review of one-to-one leverage for loans is a critical issue.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
H. Based on a final review of financial activity since the last time Financial Management was monitored, do there seem to be late change orders or invoices that seem to be “just using up the money?”	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
I. Are all invoices paid since last monitoring readily allocable to the ED subgrant.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
J. Do the financial records in the Recipient’s general ledger reconcile to the CDBG final budget?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
K. Does the Cash Disbursements ledger reconcile to the CDBG budget expenditures?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

V. Conclusions

Explain any finding(s) or concern(s) in the box below and specify corrective actions the Recipient must take to resolve the issue(s). Describe any technical assistance provided.