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Housing Project Completion Monitoring Checklist

**Community Development Block Grant Program**

July 2025

# Community Housing Project Completion Monitoring Checklist

This form is a guide to ensure all project items are included in the project files prior to completion and closeout.

|  |  |
| --- | --- |
| Name of grantee |  |
| Subrecipient |  |
| Grant contract number |  |
| Program specialist |  |
| Date |  |

|  |  |  |
| --- | --- | --- |
| 1. Project information | | |
| Period of affordability:  Ending: | | |
| **Project address** | **Total project cost** | **End of compliance** |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
| 1. Date of application for assistance: | | |
| 1. Unit assisted:  * Number of units: * Number of units assisted: | | |
| 1. Number of CDBG housing-assisted units or homes with households income below:  * Extremely low income – at or below 30% of area median income: * Low income – between 30% and 50% AMI: * Moderate income – between 50% and 80% or below AMI: | | |
| 1. Amount of CDBG housing allocation: | | |
| 1. Other funding sources and amounts: | | |

|  |  |  |
| --- | --- | --- |
| 1. CDBG housing project documentation | | |
| Check the project file to verify that the documents below have been submitted. For documents that have not been executed at the time of review, make a note that they must be submitted on closeout. | | |
| **Are items in project case file?** | **Yes / No / N/A** | **Notes** |
| 1. Program application |  |  |
| 1. Award letter |  |  |
| 1. IDIS set-up |  |  |
| 1. Start-up requirements |  |  |
| 1. Start-up letter |  |  |
| 1. Management plan |  |  |
| 1. Signatory form |  |  |
| 1. Electronic funds transfer form |  |  |
| 1. W-9 form |  |  |
| 1. Executed contract(s) |  |  |
| 1. City or county insurance |  |  |
| 1. Subrecipient agreement, if applicable |  |  |
| 1. Loan documents, if applicable |  |  |
| 1. Program income plan, if applicable |  |  |
| 1. Civil rights documents, refer to Section C |  |  |
| 1. Environmental review process, refer to Section D |  |  |
| 1. IDIS activity report completed and project completion |  |  |

The following sections needs to be completed for each unit/home assisted:

|  |  |  |  |
| --- | --- | --- | --- |
| Project Activity | | | |
| 1. Review CDBG files | | | |
| 1. See CDBG manual | | | |
| **Questions/items** | **Yes / No / N/A** | **Notes** | |
| 1. Property requirements | | | |
| 1. Is the property an eligible property type? |  |  | |
| 1. Was the property ownership verified and who owns it? |  |  | |
| 1. Sub-recipient agreement or loan documents available? |  |  | |
| 1. Was a deed restriction filed for the project? |  |  | |
| 1. Onsite inspection | | | |
| 1. Was a PAR or CNA completed? What date was it prepared? |  | |  |
| 1. Was a cost estimate included? What was the amount? |  | |  |
| 1. Does the project appear to meet applicable property standards?  UPCS/HQS  Uniform Building Code  Electrical Code |  | |  |
| 1. Was all work detailed in the contract completed satisfactorily? |  | |  |
| 1. Was all work documented in the payment request completed? |  | |  |
| 1. Is there documentation that an inspection was completed before occupancy? |  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Procurement | | | |
| **Questions/items** | **Yes / No / N/A** | **Notes** | |
| 1. How was the work advertised using the correct procurement process? |  |  | |
| 1. What procurement process was used? |  |  | |
| 1. Is there procurement documentation? |  |  | |
| 1. Was an inspection walk-through provided for contractors/potential bidders? What was the date? |  |  | |
| 1. List of bidders and amounts of bid: | | | |
| 1. Is there an official letter of award? When was the award date? |  | |  |
| 1. Were the lowest responsible bids awarded? |  | |  |
| 1. Was the bid selected consistent with the work write-up/cost estimate? |  | |  |
| 1. Contractor and contract | | | |
| 1. Was the work agreement between the contractor and local government and homeowner? |  | |  |
| 1. Name of contractor(s) selected: |  | |  |
| 1. Was the contractor selected cleared from any debarment lists? |  | |  |
| 1. Did the grantee verify that the contractor was registered with sam.gov? Subcontractors need just a UEI number. |  | |  |
| 1. Is the contractor licensed in the state of Montana? |  | |  |
| 1. Did the contractor selected have appropriate insurance liability, property damage and worker’s compensation? |  | |  |
| 1. Does the contract list specific work or include the work write-up? |  | |  |
| 1. Were all costs reasonable? |  | |  |
| 1. Are all required CDBG contract clauses included? |  | |  |
| 1. Is the Equal Employment Opportunity/Executive Order 11246 clause in the contract? |  | |  |
| 1. Termination clause in the contract? |  | |  |
| 1. Waiver of liens from all contractors and suppliers? There will need to be a release of liens granted before final contractor payment. |  | |  |
| 1. Construction management | | | |
| 1. Does the project documentation – work write-ups, change orders, etc. – demonstrate that all costs were eligible under the CDBG housing? |  | |  |
| 1. Were applicable permits acquired and on file? |  | |  |
| 1. Does the project file demonstrate that inspections were performed prior to contractor payments? |  | |  |
| 1. Do inspection and payment documentation show all work was satisfactorily performed prior to payment? |  | |  |
| 1. Did the contractor payment requests include adequate documentation of costs and work performed? |  | |  |
| 1. Were any changes to the scope of work in the construction contract documented with a written change order signed by the contractor and developer? |  | |  |
| 1. Was retainage withheld from each payment and paid after all work was completed? |  | |  |
| 1. Is there a receipt of final payment form? |  | |  |
| 1. Was a final code inspection performed?  Need documentation of final inspection and/or certificate of occupancy once project is completed |  | |  |

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| --- | --- | --- | --- |
| Project Closeout | | | |
| 1. Review CDBG-assisted beneficiary files to answer questions in this section. | | | |
| **Questions/items** | **Yes / No / N/A** | **Notes** | |
| 1. Tenant eligibility and leases Projects for tenant occupied homes | | | |
| 1. Is each unit file complete with:  * Tenant income certifications * Tenant income supporting documentation * Lease and lease addendum * VAWA language in lease or addendum * Lead-based paint compliance documentation |  |  | |
| 1. Do the unit files that the project owner maintains adequately document income determinations? |  |  | |
| 1. Do the unit files demonstrate that the tenants are income eligible? |  |  | |
| 1. Are tenant leases properly executed and free of all prohibited provisions? |  | |  |
| 1. Are the tenant leases for a minimum of one year, unless otherwise agreed upon by tenant and owners? |  | |  |
| 1. Do the tenant leases support that the rents reported in project files and project documentation submitted to Commerce are accurate? |  | |  |
| 1. Is the grantee using the most current CDBG income limits issued by HUD? |  | |  |
| 1. Is the grantee applying rules appropriately and making accurate income determination? |  | |  |
| 1. Fair housing/equal opportunity policy and affirmative marketing | | | |
| 1. Does the grantee have any local or state-specific resolutions or ordinances?  * If yes, does the grantee maintain a file of current regulations? |  | |  |
| 1. Are FHEO language and logos included in advertisements for project activities and applications? |  | |  |
| 1. Is the fair housing poster displayed in the project/rental office or other publicly accessible area? |  | |  |
| 1. Has the grantee received any FHEO complaints? If yes, has the grantee taken adequate remedial actions? |  | |  |
| 1. Has the grantee received determination of past discrimination? |  | |  |
| 1. Outreach to minority/women owned business enterprises | | | |
| 1. Has the grantee completed and submitted contract reporting forms? |  | |  |
| 1. Has the grantee taken the following actions:  * Obtaining a list of MBEs and WBEs * Networking with local minority business organizations * Soliciting bids and services from MBEs and WBEs whenever possible * Dividing project activities into smaller tasks or services to allow participation by MBEs and WBEs when practical |  | |  |
| 1. Section 3, applicable only if assistance provided is over $200,000 and contractor receives a contract for $100,000 or more in grant assistance | | | |
| 1. Has the grantee documented compliance with Section 3 efforts? |  | |  |
| 1. Has the grantee documented its success at hiring low-income persons and awarding contracts to Section 3 businesses? |  | |  |
| 1. Does the grantee have mechanisms by which it monitors the subrecipient and contractor for Section 3 compliance? |  | |  |
| 1. Lead-based paint | | | |
| 1. Is the grantee familiar with and following all applicable state and local laws concerning lead-based paint? |  | |  |
| 1. Does grantee document year of construction for all CDBG-assisted units? |  | |  |
| 1. Are the following notices provided at appropriate times to all residents of CDBG-assisted units?  * HUD/EPA lead-based paint pamphlet * Lead-based paint disclosure form * Notice of lead hazard evaluation or presumption * Notice of lead hazard reduction |  | |  |
| 1. Are results of lead hazard evaluations and clearance examinations documented in project files for homes constructed before 1978? |  | |  |
| 1. Do contracts and subcontracts for lead hazard reduction include provisions for:  * Qualified workers * Use of safe work practices * Passing clearance |  | |  |