

**Montana Department of Commerce**

P.O. Box 200523

Helena, MT 59620-0523

Phone: 406-841-2700 | Fax: 406-841-2701

commerce.mt.gov

Montana 711: montanarelay.mt.gov

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
 |  |  |

|  |
| --- |
| 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 leasesProjects 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
 |  |  |