MONITORING CHECKLIST
ECONOMIC DEVELOPMENT/SMALL BUSINESS/MICROENTERPRISE ASSISTANCE PROGRAMS

Completed by: ____________________________________________ Date: __________________

ULG name: ________________________________________________________________

Program Administered by: __________________________________________________________

Businesses/ Files reviewed:
________________________________________________________________________________________
________________________________________________________________________________________

Program

☐ Small business financial assistance
☐ Microenterprise financial assistance

☐ Yes ☐ No ☐ N/A Written program guidelines
☐ Yes ☐ No ☐ N/A Evidence of a loan review board representing fair loan decisions
☐ Yes ☐ No ☐ N/A Written Job reporting procedures
☐ Yes ☐ No ☐ N/A Proof of Monitoring businesses receiving assistance

Application Review

☐ Yes ☐ No ☐ N/A File established for each loan/grant applicant
☐ Yes ☐ No ☐ N/A Application on file
☐ Yes ☐ No ☐ N/A Document underwriting (small business) and/or application review
☐ Yes ☐ No ☐ N/A Executed contract for every loan/grant

Eligibility

☐ Yes ☐ No ☐ N/A Public benefit standard met (small businesses)
☐ Yes ☐ No ☐ N/A All loans/grants made for eligible activities
☐ Yes ☐ No ☐ N/A All loans/grants consistent with local program guidelines
☐ Yes ☐ No ☐ N/A All loans/grants meet a national objective
Finance

☐ Yes ☐ No ☐ N/A Loan agreement
☐ Yes ☐ No ☐ N/A Documentation of expenditures of non-CDBG funds
☐ Yes ☐ No ☐ N/A Evidence of other funding sources
☐ Yes ☐ No ☐ N/A Total project costs and expenditures funded with CDBG funds
☐ Yes ☐ No ☐ N/A Documentation of CDBG costs (invoices, receipts)

National Objective Documentation

National Objective: Low/Moderate Income Area Benefit (LMA)

☐ Yes ☐ No ☐ N/A Boundaries of the service area and the basis for determining the boundaries
☐ Yes ☐ No ☐ N/A Income characteristics of residents in the service area
☐ Yes ☐ No ☐ N/A Data, calculation of percentage of LMI persons in the service area

National Objective: Low/Moderate Income Limited Clientele (LMC) microenterprise

☐ Yes ☐ No ☐ N/A Documentation business owner(s) meets low- and moderate-income requirements
☐ Yes ☐ No ☐ N/A Business meets definition of a microenterprise- 5 or fewer employees inc owner(s)

National Objective: Job Creation (LMJ):

☐ Yes ☐ No ☐ N/A Evidence that part-time jobs accurately converted to full-time equivalent jobs (FTE)
☐ Yes ☐ No ☐ N/A Evidence only permanent jobs are counted

For Jobs taken by LMI persons:

☐ Yes ☐ No ☐ N/A Evidence the hired employee is member of LMI family (not counting new wage)
For Jobs made available to LMI persons:

- Yes □ No □ N/A  Evidence the jobs do not require special skills, training, or education beyond high school
- Yes □ No □ N/A  A commitment that the business will make at least 51% of the jobs available to LMI persons and that it will provide training for any jobs requiring special skills
- Yes □ No □ N/A  A listing by job title of the permanent jobs to be created indicating which jobs will be available to LMI persons, which require special skill or educations, and which jobs are part-time
- Yes □ No □ N/A  A description of actions to be taken by the recipient and business to ensure that LMI persons receive first consideration for those jobs, including description of the hiring process, the number of LMI persons interviewed and/or hired, and a description of how the income status was determined
- Yes □ No □ N/A  A listing by job title of the permanent jobs filled and which of those are available to and taken by LMI persons
- Yes □ No □ N/A  A listing by job title of permanent jobs to be created, identifying which are part-time

Comments:

National Objective: Job Retention (LMJ):

- Yes □ No □ N/A  Evidence that in the absence of CDBG assistance, jobs would be lost
- Yes □ No □ N/A  For each business assisted, a listing by job title of permanent jobs retained, those that are part-time, and those held by LMI persons at the time CDBG assistance is provided
- Yes □ No □ N/A  Information on size and annual income of LMI persons family
- Yes □ No □ N/A  Commitment by the business that at least 51% of the jobs, on a full-time equivalent basis, will be held by LMI person
For jobs available to LMI persons through turnover, a listing by job title of the permanent jobs to be created indicating which jobs will be available to LMI persons, which jobs require special skill or education, and which jobs are part-time

Listing of jobs turned over to date, indicating which of those jobs were either taken by or available to LMI persons and a description of how first consideration is applied

Specifications of jobs expected to be retained and made available to LMI persons including skills and training requirements

Businesses assisted and job locations

Time period within which jobs must be created/retained

Comments:

**National Objective: Slum/Blight**

Date area designated as a slum, blighted, deteriorated or deteriorating area

Program participant’s files clearly describe the geographical boundaries of the designated area for the activity

Area qualified based on 25% or more deteriorated or deteriorating buildings

Activities assisted address one or more of the conditions which contributed to the deterioration of the area

If ten (10) years or more has passed since time of designation by the program participant, did the program participant requalify the area and provide documentation to substantiate how the area continues to meet the slums or blighted criteria?

Comments:
National Objective: Urgent Need

- Yes  No  N/A  Documentation that loan/grant met a condition of “particular urgency” that poses “a serious and immediate threat to the health or welfare of the community
- Yes  No  N/A  CDBG funding limited to the activities necessary to alleviate the threat
- Yes  No  N/A  Evidence that indicates that CDBG-assisted activities alleviate a threat to the community’s health or welfare

Comments:

Notes: