**Contrator Monitoring Checklist**

The ***Contractor Monitoring Checklist*** is designed to assist with monitoring program implementation contractors hired to assist Subrecipients and Successful Applicants with United States Department of Housing and Urban Development (HUD) Community Development Block Grant – Disaster Recover (CDBG-DR) programs. This checklist should be updated and tailed based upon the particular contract executed by DED and the Program Implementation Contractor to include all requirements and deliverables associated with the contract scope of work and related areas of concern.

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| **Contractual Requirements** | | | | |
| **Requirement Area** | **Requirement** | **Satisfied**  **YES NO** | | **Details** |
| **Administrative Requirements** | Administrative Requirement 1 |  |  | Provide details regarding the listed requirement |
| Administrative Requirement 2 |  |  | Provide details regarding the listed requirement |
| Administrative Requirement 3 |  |  | Provide details regarding the listed requirement |
| **Scope of Work** | Scope of Work Requirement 1 |  |  | Provide details regarding the listed requirement |
| Scope of Work Requirement 2 |  |  | Provide details regarding the listed requirement |
| Scope of Work Requirement 3 |  |  | Provide details regarding the listed requirement |
| Scope of Work Requirement 3 |  |  | Provide details regarding the listed requirement |
| **Deliverables** | Deliverable Requirement 1 |  |  | Provide details regarding the listed requirement |
| Deliverable Requirement 2 |  |  | Provide details regarding the listed requirement |
| Deliverable Requirement 3 |  |  | Provide details regarding the listed requirement |
| Deliverable Requirement 4 |  |  | Provide details regarding the listed requirement |

| **Other Area Requirements** | | | | |
| --- | --- | --- | --- | --- |
| **Requirement Area** | **Requirement** | **Satisfied**  **YES NO** | | **Details** |
| **Labor** | Labor Requirement 1 |  |  | Provide details regarding the listed requirement |
| Labor Requirement 2 |  |  | Provide details regarding the listed requirement |
| Labor Requirement 3 |  |  | Provide details regarding the listed requirement |
| **Civil Rights** | Civil Rights Requirement 1 |  |  | Provide details regarding the listed requirement |
| Civil Rights Requirement 2 |  |  | Provide details regarding the listed requirement |
| Civil Rights Requirement 3 |  |  | Provide details regarding the listed requirement |
| Civil Rights Requirement 3 |  |  | Provide details regarding the listed requirement |
| **Environmental** | Environmental Requirement 1 |  |  | Provide details regarding the listed requirement |
| Environmental Requirement 2 |  |  | Provide details regarding the listed requirement |
| Environmental Requirement 3 |  |  | Provide details regarding the listed requirement |
| Environmental Requirement 4 |  |  | Provide details regarding the listed requirement |
| **Financial Management** | Financial Management Requirement 1 |  |  | Provide details regarding the listed requirement |
| Financial Management Requirement 2 |  |  | Provide details regarding the listed requirement |
| Financial Management Requirement 3 |  |  | Provide details regarding the listed requirement |
| Financial Management Requirement 4 |  |  | Provide details regarding the listed requirement |
| Financial Management Requirement 5 |  |  | Provide details regarding the listed requirement |
| **Property Management** | Property Management Requirement 1 |  |  | Provide details regarding the listed requirement |
| Property Management Requirement 2 |  |  | Provide details regarding the listed requirement |
| Property Management Requirement 3 |  |  | Provide details regarding the listed requirement |
| Property Management Requirement 4 |  |  | Provide details regarding the listed requirement |
| **Legal / Regulatory** | Legal / Regulatory Requirement 1 |  |  | Provide details regarding the listed requirement |
| Legal / Regulatory Requirement 2 |  |  | Provide details regarding the listed requirement |
| Legal / Regulatory Requirement 3 |  |  | Provide details regarding the listed requirement |
| Legal / Regulatory Requirement 4 |  |  | Provide details regarding the listed requirement |

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| **Identified Areas of Concern** | | | |
| **Area of Concern** | **Satisfied**  **YES NO** | | **Details** |
| Area of Concern 1 |  |  | Provide details regarding the area of concern |
| Area of Concern 2 |  |  | Provide details regarding the area of concern |
| Area of Concern 3 |  |  | Provide details regarding the area of concern |
| Area of Concern 4 |  |  | Provide details regarding the area of concern |
| Area of Concern 5 |  |  | Provide details regarding the area of concern |