



ROCK ISLAND  
ILLINOIS

**Community Development Commission (CDC) Meeting Agenda**

**May 19, 2026 - 5:30 PM**

**City Council Chambers, City Hall, 3rd Floor,  
1528 Third Avenue, Rock Island, IL**

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**1. Call to Order**

**2. Remote Attendance**

Under 5 ILCS 120/7: Attendance by a means other than physical presence, Jennifer Osing may attend remotely, but we will need a motion allowing Jennifer Osing to attend remotely, followed by a second, and a voice vote.

**3. Roll Call**

Hershel Jackson Jen Osing Jeremy Crafton K.J. Whitley Richinda Sakho Calvin Dane Andrea Muller

**4. Public Comment**

**5. Meeting Minutes**

a. DRAFT Meeting Minutes April 20, 2026

**6. Old Business**

**7. Other Business/New Business**

a. CDBG public service scoring process discussion.

**8. Adjourn**

Our June 15th meeting is canceled.. The next meeting will be on July 20, 2026.

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**City of Rock Island  
Community Development Commission  
City Council Chambers, City Hall, 3<sup>rd</sup> Floor  
1528 3<sup>rd</sup> Avenue, Rock Island, IL**

**April 20, 2026 Meeting Minutes**

**1. Call to Order**

Whitley called the meeting to order at 5:32 PM.

**2. Roll Call**

Whitley called the roll.

Herschel Jackson, Jen Osing, Jeremy Crafton, K.J. Whitley, Richinda Sakhom and Andrea Muller were present.

Calvin Dane was absent.

Staff present included Community Development Manager Nichole Mata, Housing Officer Jennifer Graff and Budget Specialist Melissa Holderfield were present.

**3. Public Comment**

No public comment.

**4. Approval of the Previous Meeting Minutes**

Osing moved to approve the meeting minutes for March 26, 2026. Crafton seconded the motion. The motion passed on a 6-0 vote.

**5. Old Business**

None

**6. New Business**

Public Hearing for Annual Action Plan was starting at 5:34 PM and Annika O'Melia and Pamela Seales both spoke; please see attached. Public Hearing was closed at 5:37 PM.

Crafton moved to recommend approval that Spring Forward and QC Narrative's Public Service amounts be lowered to \$19,500. Sakho second the motion. Motion passed on a 6-0 vote.

Mata discussed the 2026 Annual Action Plan. Crafton asked questions in regards to CDBG funds and asked about getting rid of the CIRLF program. Mata answered all questions. Muller moved to recommend approval and send the Annual Action Plan to Council. Jackson seconded the motion. Motion passed on a 6-0 vote.

Mata discussed the Community Development proposed waitlist policy and procedure to be closed when it has reached 75 applicants and reopen once it hits 50 applicants. Crafton asked if we could add a 30 day announcement period in there. Crafton moved to recommend that the waitlist be closed when it has hit 75 applicants, have a 30 day announcement period when it has hit 50 applicants, and accept applications again after the 30 days. Osing seconded the motion. Motion passed on a 6-0 vote.

## **7. Adjournment**

Jackson moved to adjourn. Sakho seconded the motion. The motion passed on a 6-0 vote. The meeting adjourned at 6:31 PM.

**Public Comment** There's a green button Annika, I don't know you just have to push that green button. There you go, you're live. Okay, thank you so much for listening to me tonight and I'm here to talk about the um CDBG grant money and you guys have an important job to figure out how to spend that million dollars. Um so I've read through the plan for this year and I just have a couple of points that I want to highlight. The kind of bread and butter of the CDBG program is the housing rehabilitation, which is a really important program. Um, however, I feel like the ratio of program funds that go into the actual rehab, so paying the contractors the roofers those types of activities is pretty high relative to the program delivery cost. So, for every house that is rehabbed you spend about \$8,000 in the administration of the program and maybe about \$15,000 on the actual repairs. And so just kind of wanting from my role in the public to understand more about how that's budgeted and what those line items are um what goes into that program delivery. So, for this upcoming year you have \$363,000 budgeted for the work and then another \$260,000 budgeted for the overhead of the housing rehab piece. Um in addition to that you have the \$200,000 for program administration. So, paying city staff and trainings and salaries and cars and uniforms and desk chairs and all that stuff I'm just wondering uh if there's any way we can bring that those numbers down. Um, for example we subsidize our marina at the tune of \$300,000 a year. Until recently we were paying an outside contractor DARI \$300,000 a year. So, the city could decide or you guys could recommend that the city pick up some of the supportive costs of administering these programs and leave more in the fund for CDBG. So, you allow allocate 20% for admin but you don't have to my understanding I could be wrong on that. Um if you could bring down like project now for example for every dollar they receive 5% goes to overhead 95% is direct service to a client. So, if you could bring down some of the administrative costs it would allow you to diversify the portfolio of activities. So right now, you guys mostly do the nonprofit support the 15% which is awesome, the housing rehabilitation and then the CIRLF um program. If you look at your CAPERs for the last several years we don't do any job training. We have not been creating new jobs. I think there are some coming down the pipe but um you know we're not partnering with Rock Island businesses to have uh people be trained to move into those roles. Like there's so much cool stuff you can do with CDBG funds that we just don't do. Um so some of the ideas that I would have or I think you should consider are creating individual development accounts for residents in your lowest, your most struggling census tracks. There's a new bank coming to the west end of Ascentra and CDBG could help seed individual development accounts. So, these are accounts that people in these uh this area would save money and then at the end of a designated period and you could match this with donations or whatever you have matched money that doesn't count against anyone's public welfare benefits and they could end up with um money for down payment for home. They could end up with money to um invest in any type of like training for work for education. So, it's a really powerful wealth accumulation or like really changing people's lives rather than fixing properties which is great. But if you look at a map of where those properties are they're like all over the city and they're not going to create like a meaningful um catalyst in an area to really transform a neighborhood or to really address chronic poverty. Um so the other idea would be to dismantle the CIRLF program. Um I would strongly recommend that you guys consider that. The program is currently under HUD review for some issues that it was having. It has not been successful. It the track record of it is it's lost more money than it's I mean I've heard different figures. We're writing off like \$400 some

thousand but I've heard a council person say upwards of a million dollars it's lost. And even though it's not been operated successfully this past year there were votes to increase the amount people could borrow. And that's kind of risky right because people aren't paying it back. And people who are living low to moderate income themselves don't want to take on debt. It's very risky. Most of the people who have gotten into that portfolio end up with like a bad credit report. CDBG would allow you to do micro grants where you help people identify their business goals and you grant them money and it's forgivable. They don't have to pay it back and that will unlock more opportunities for people who are actually low to moderate income. Um that CIRLF line in the AAP says job creation but it was changed last year to just include job retention. So, my fear is that CDBG is going to be used to kind of pad the economic development team and to help businesses um but maybe not low- and moderate-income people. So, basically, I guess my main idea or suggestion is that CDBG funds should be maximizing dollars for their intended and best purposes. And sometimes I'm just concerned that we're using CDBG to complement our economic development, to pad salaries to kind of you know how grants work. It's like we can cut in a little bit here to take up the slack for bigger programs. Um just to for Rock Island we're actually more segregated and more poor than we were a decade ago. And so in order to change that this one pot of money is really supposed to be used for people who are low and moderate income and just to maximize that to the nth degree and the city maybe consider subsidizing some of the salaries rather than using CDBG to pay for our entire community development department because the report says it's funding our whole department and um yeah and it's hard to understand that as a member of the public. So, I would also request that you guys put something in for next year where we can see you know okay on this \$8,000 rehab \$3,000 of it was an environmental study and \$5,000 was staff time or whatever would be helpful. Um and I think that's it. Thank you.

Anyone else anybody else? I'm sorry, did you want to say something, Miss? Yeah, did you want to make public comment? Oh, you want, do you want to add to those that's what we were saying. I apologize I didn't know what you were saying I apologize I think the more he talk about you can come up. Can you state your name for the record please? Hi my name is Pamela Seals and again I came in here blindsided. I knew it was about the CBDG um but really wanted to do more listening than um talking. Um but when I was listening to Miss Annika O'Melia speak I was doing some googling and seeing what CBDG meant and things of that nature. I don't need the phone I've got a good memory. Um it looked like some of the it overall if my comprehension is correctly um the city is being given a lot of money uh CBDG. I looked down the initials and what it stood for HUD uh based um primarily for low income and just you know the city of Rock Island. And I guess what I wanted to piggyback off of um I'm not here to say specifically what I would do with the funds but I just want to specifically say that if you are open-minded and just truly want to make Rock Island as a whole a better place um low income is really struggling right now. They are barely surviving. And so, if we take millions of dollars and we keep beautifying um like she named all of those different things um infrastructure and things of that nature we still have this community that is deteriorating slowly sinking like the Titanic. So, I guess what I'm up here to say is if it is for primarily low income or just you know that's what I read I'm not saying that's all it's for but if it is for low income then just consider places like Century Woods. Um you know there's a lot of people down there They're lacking everything

where I'm going to leave this building and get into my vehicle and go home and I have food and I have water and I don't have to worry about where my next meal is going to come from. If we can take millions of dollars and put some some things in that specific west end community where they can get jobs a lot of them people don't have bus fare A lot of them don't have vehicles. So, if we're really worried about CBDG grants and making Rack Island a better place let's do it for every community. Let's just not worry about the communities that are already not lacking. And I stand here to speak for as a resident of 50 years I was born and raised in Rock Island. Um it used to be what I consider to be a middle-class neighborhood because I had a two-parent home very structured graduated from high school went to college I was able to pass that generational blessing down to my four children. But when I I don't want to leave people behind because of where I'm at in life. And when you have loving kindness and you really can take millions of dollars and use it to benefit people that are truly in need it I think it's time for Rock Island to start really doing that. And I'm not saying that that's what this you know your you guys aren't doing and that's why we're here and we publicly can speak but I want to start I personally take my own money and no I don't have millions of dollars but every summer I have community events in Rock Island because a lot of people can't get to all the new things that are just beautified, but we have a group of people that are stuck where they are and I take thousands of dollars of my own hard-earned money and I put it into that community having community egg hunts community carnivals. How can you bring a carnival to the west end cardboard, snow cones, funnel cakes, little simple things that they never had. And so, when it comes to infrastructure and rebuilding a community if you be honest with yourself there are some communities that really really could benefit from this money. So, I ask that when you just make the decision I know you already know where it's going but like she said even if it's next year just as you continue to get money really think of all people. Thank you. Was there anyone else for public comment all right. Well then, I'm going to ask the commission if they have any public comment um in the annual action plan that they want to go into the record. Okay I have 5:47 PM and let's go on and close the hearing.

## Memorandum

**To:** Rock Island Community Development Commission (CDC)  
**From:** Nichole Mata  
**Subject:** CDBG public service scoring process discussion.  
**Date:** May 19, 2026

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### **Introduction and Background Information:**

The City of Rock Island administers Community Development Block Grant (CDBG) Public Service funding to support programs that primarily benefit low and moderate-income residents. The City's score-based funding methodology was developed to create a fair and consistent process for evaluating applications, prioritizing measurable community impact, and supporting defensible funding decisions during HUD monitoring. Each year, Public Service applications are reviewed using a scoring process, and funding is allocated proportionally based on the average reviewer score. This approach "ensures that funding recommendations are driven by application quality, community impact, and alignment with CDBG priorities. As the City prepares for the upcoming funding cycle, it is important to review the scoring criteria and process, assess whether adjustments are needed, and confirm the evaluation approach to maintain transparency, fairness, and alignment with community needs.

### **Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):**

N/A

### **Recommendation:**

N/A

Submitted by: Nichole Mata

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Approved by:

# City of Rock Island CDBG Subrecipient Guide

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## What to Expect as a CDBG Subrecipient

**Purpose:** This guide is intended to help Community Development Block Grant (CDBG) subrecipients understand program expectations, reporting requirements, monitoring procedures, and compliance responsibilities.

### 1. Welcome & Partnership Expectations

The City of Rock Island values collaborative partnerships with local agencies and organizations providing services to low- and moderate-income residents. Monitoring and reporting are intended to support compliance and successful program delivery.

- Staff are available to provide technical assistance
- Communication is encouraged throughout the grant year
- Monitoring is intended to support program success and compliance

### 2. Before Funding Begins

Prior to receiving funding, subrecipients must complete required agreements and provide all required documentation.

- Execute a subrecipient agreement
- Provide insurance and organizational documentation
- Submit required policies and procedures
- Attend orientation or training if requested

### 3. Reporting Requirements

Subrecipients are responsible for maintaining accurate records and submitting reports on time.

- Monthly reports must be submitted through Neighborly
- Supporting documentation must be uploaded with reimbursement requests
- Performance measures and beneficiary information must be tracked
- Reports should accurately reflect program accomplishments

### 4. Beneficiary & Performance Tracking

HUD requires documentation showing who was served and how program goals were achieved.

- Track race, ethnicity, household size, and income data

- Maintain unduplicated beneficiary counts
- Retain income verification documentation when required
- Use City-approved tracking spreadsheets when applicable (Will be provided prior to program start date)

## 5. Financial Management Expectations

Subrecipients must maintain financial systems capable of tracking CDBG expenditures and supporting reimbursement requests.

- Invoices and receipts must support all reimbursement requests
- Payroll costs must include timesheets or activity documentation
- Program expenses must match approved budgets
- Financial records must be retained for monitoring purposes

## 6. Monitoring Reviews

The City conducts monitoring reviews to verify compliance with HUD regulations and program requirements.

- Low-risk agencies may receive desktop monitoring reviews
- Higher-risk agencies may receive onsite monitoring visits
- Monitoring may include file reviews and financial reviews
- Subrecipients will receive advance notice of monitoring visits

## 7. What Happens During Monitoring

Monitoring reviews are intended to verify documentation and provide technical assistance when needed.

- Staff may review beneficiary files and financial records
- Questions or concerns will be discussed during the review
- Technical assistance may be provided
- Written follow-up may occur if corrective action is needed

## 8. Common Compliance Areas

The following areas are commonly reviewed during monitoring activities.

- Timely reporting
- Eligible program expenses
- Beneficiary documentation
- Performance tracking
- Financial recordkeeping
- Record retention
- Neighborly submissions

## 9. Technical Assistance & Support

The City of Rock Island Community Development Department is available to provide support throughout the program year.

- Neighborly assistance
- Reporting guidance
- Monitoring preparation assistance
- Performance tracking clarification
- Program compliance guidance

## 10. Important Reminders

Maintaining organized files and timely communication helps ensure successful program administration and compliance.

- Keep all records organized and accessible
- Respond promptly to City requests
- Submit reports and reimbursement requests on time
- Ask questions whenever clarification is needed

Prepared for CDBG subrecipients funded through the City of Rock Island Community Development Department.

Attached:

- Public Service Score-Based Funding Methodology
- Public Service Program Overview
- CDBG Funded Program Intake Form
- Neighborly Subrecipient User Guide

## **CDBG Public Service Score-Based Funding Methodology & Calculator Guide**

This document explains the purpose, methodology, and use of the CDBG Public Service Score-Based Funding Calculator developed to support fair, transparent, and defensible funding recommendations for Community Development Block Grant (CDBG) Public Service activities.

### **Purpose of the Funding Methodology**

The City developed this score-based funding methodology to create a fair and transparent process for recommending CDBG Public Service funding allocations. The methodology ensures that funding recommendations are driven by application quality, community impact, and alignment with CDBG priorities rather than the amount requested by an applicant.

### **Why a Score-Based Formula Is Being Used**

Historically, funding recommendations can become difficult to compare fairly when agencies request different amounts of funding. A request-based system may unintentionally encourage agencies to inflate requests in hopes of receiving larger awards.

The score-based methodology addresses this concern by:

- Rewarding higher-quality applications
- Prioritizing measurable community impact
- Encouraging fair competition
- Improving transparency in funding decisions
- Supporting consistency among reviewers
- Providing defensible documentation for HUD monitoring

### **How the Formula Works**

The calculator distributes funding proportionally based on each eligible agency's average review score.

The formula used is:

$$(\text{Agency Average Score} \div \text{Total Eligible Scores}) \times \text{Total Available Allocation}$$

This means agencies receive a percentage of available funding based on their proportion of the total eligible score.

## Example Calculation

Example:

- Total Available Allocation = \$150,000
- Agency Average Score = 90
- Total Eligible Scores = 450

Formula:

$$90 \div 450 = 20\%$$

$$20\% \times \$150,000 = \$30,000 \text{ recommended award}$$

## Use of Request Amounts

Request amounts are included in the spreadsheet for reference purposes only.

The request amount does not drive the score-based calculated award. However, the review committee may consider request amounts when discussing final funding recommendations and determining whether adjustments are necessary.

## Committee Adjustment Feature

The calculator includes a Committee Adjustment column that allows reviewers or staff to increase or decrease recommended awards after discussion.

Examples of acceptable committee adjustments may include:

- Agency capacity concerns
- Geographic distribution considerations
- Duplication of services
- Strategic community priorities
- Prior performance issues
- Funding sustainability

## Benefits of This Methodology

The score-based methodology provides several important benefits:

- Objective and consistent funding recommendations
- Reduced influence of inflated funding requests
- Improved transparency for applicants and the public
- Easier explanation during committee and council discussions
- Stronger documentation for HUD monitoring and compliance

### Suggested Annual Timeline

Timeline	Activity
January	Release Public Service applications
February	Receive completed applications
March	Reviewer scoring and evaluation
April	Committee funding recommendations
May	City Council approval
July	Program year begins

# City of Rock Island CDBG Public Services Program Overview

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## Community Development Department

**Purpose:** This overview is intended to provide applicants and subrecipients with a summary of eligibility requirements, federal compliance expectations, and program priorities for Community Development Block Grant (CDBG) Public Service funding.

### 1. Eligible Activities

Public Service activities must meet a national objective and address an identified community need.

- Youth programs including childcare services
- Senior and disability support services, including transportation
- Health, mental health, HIV/AIDS, and substance abuse services
- Legal services and tenant/landlord counseling
- Services for abused or neglected children and survivors of domestic violence

### 2. Eligible Beneficiaries

Programs funded through CDBG Public Service funding must primarily benefit low- and moderate-income residents.

- Clients served must be residents of Rock Island
- Program intake forms must collect income and demographic information
- At least 70% of beneficiaries served must qualify as extremely low, low, or moderate income
- Funding reimbursement is based proportionately on eligible Rock Island residents served
- Income limits are updated annually by HUD

### 3. Eligible Organizations

Organizations applying for funding must demonstrate organizational capacity and compliance readiness.

- Must be a nonprofit organization with 501(c)(3) status
- Organization must have operated for at least one year
- Located in Rock Island or primarily serving Rock Island residents
- Maintain required insurance and organizational documentation
- Maintain board oversight and regular board meetings
- Agency properties must be free of delinquent taxes, sewer bills, or liens
- Must comply with federal financial standards under 2 CFR Part 200

## 4. Federal Requirements

If awarded funding, federal compliance requirements will apply to program operations and documentation.

- Documentation and record retention requirements
- Financial management and audit standards
- Public accessibility requirements
- Nondiscrimination requirements
- Procurement and purchasing standards
- Grievance and complaint procedures
- Restrictions regarding religious instruction or participation
- Environmental, historic preservation, and wage requirements for construction activities

## 5. General Areas of Need

All applications must address at least one identified priority need within the City's Consolidated Plan.

- Housing – Improve affordable and decent housing opportunities
- Infrastructure & Area Benefits – Improve neighborhood quality, safety, sidewalks, and public facilities
- Public Services – Provide services addressing homelessness, health needs, and youth support

## 6. Consolidated Plan Priorities

The City's current Consolidated Plan identifies the following activity priorities:

- Improve housing conditions for income-qualified residents
- Create suitable living environments
- Provide Public Services

Applicants and subrecipients are encouraged to contact the City of Rock Island Community Development Department with questions regarding eligibility, compliance requirements, or application procedures.

CDBG SELF CERTIFICATION FORM – CDBG Subrecipient Program  
 Information should be filled out for the participant.

Participant Name \_\_\_\_\_ Age \_\_\_\_\_

Zip Code of Current or Last Permanent Address: \_\_\_\_\_  
 (Apartment, Room, or House where the participant last lived for 90 days or more)

Race (Select all that Apply)	Ethnicity (Select Only One)
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Hispanic or Latino
<input type="checkbox"/> Asian	<input type="checkbox"/> Not Hispanic or Latino
<input type="checkbox"/> Black or African American	
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	
<input type="checkbox"/> White	
<input type="checkbox"/> Other	

How many people live in your household? \_\_\_\_\_  
 (Include all members of the household regardless of age or relationship)

Do you consider your household to be a female-headed household?  YES  NO

What is the total annual income of your household? \$ \_\_\_\_\_

**(include income for all residents of the household regardless of relationship)**

Income includes the full amount, before any payroll deductions from wages and salaries, overtime, commissions, fees, tips and bonuses, and other compensation for personal services; net income from operation of a business or profession. Interest, dividends, and other net income of any kind from real or personal property. The full amount of periodic amounts received from social security, annuities, insurance policies, including a lump-sum amount.

Payments in lieu of earnings, such as unemployment, disability compensation, worker’s compensation, and severance pay. See exclusions list for exceptions.

**Check ONLY one statement below.**

I do not have any assets at this time.

Assets include cash held in checking or savings accounts even if in foreign countries, safe deposit boxes, cash on hand. For savings accounts, use the current balance. For checking accounts, use the average 6-month balance. Retirement and pension funds; Cash value of revocable trusts, stocks, bonds, treasury bills, certificates of deposit, mutual funds, money market accounts, IRA, 401K, Keogh Accounts (even if withdrawal would result in a penalty), equity in rental property or other capital investments. Annuity, insurance where there is an option off withdrawing a balance with penalty. Personal property held as investment collections, jewelry, gems, coin collections, antique cars. Assets disposed of for less than fair market value when the fair market value of all assets given during the past two years exceeds the gross amount received by more than \$1,000. See exclusion list for exceptions.

I have assets under \$5,000 at this time, I received \$ \_\_\_\_\_ in interest from these assets.

Enter only the amount of income received from the interest earned. For example, if the household has an interest-bearing checking or savings account with balances under \$5,000. Enter the amount of interest earned last year.

\_\_\_\_\_ I have assets over \$5,000 at this time, I receive \$\_\_\_\_\_ a year in interest from these assets. Enter only the amount of income received from the interest earned. For example, if the household has interest bearing investments over \$5,000. Enter the amount of interest earned last year.

I certify that all information provided is accurate and I may be asked by HUD to provide income documentation.

Name \_\_\_\_\_ Date \_\_\_\_\_

False, fictitious, or fraudulent information, or the omission of any material fact, may be subject to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).

**CDBG SUBRECIPIENT/SELF-CERTIFICATION FORM**

**AGENCY ONLY**

CDBG requires that agency staff review participant intake forms to ensure form is complete and make a final determination of income level by household size and eligibility.

By using the information provided in the self-certification, determine the income level.

	CDB CDM = Very Low	CDBG CDM=Low	CDBG CDM=Mod
Household Size	30%	50%	80%
1	\$20,550.00	\$34,200.00	\$54,750.00
2	\$23,450.00	\$39,100.00	\$62,550.00
3	\$26,650.00	\$44,000.00	\$70,350.00
4	\$32,150.00	\$48,850.00	\$78,150.00
5	\$37,650.00	\$52,800.00	\$84,450.00
6	\$43,150.00	\$56,700.00	\$90,700.00
7	\$48,650.00	\$60,600.00	\$96,950.00
8	\$54,150.00	\$64,500.00	\$103,200.00

Circle One:

Very Low (30% and Lower)

Low (31% to 50%)

Moderate (51% to 80%)

Over Income (80% and Over)

Does the participant have assets over \$5,000?  YES  NO

If yes, calculate the amount of interest earned by.

Is the participant income eligible?  YES  NO

I have reviewed the self-certification provided and certify eligibility under the CDBG Subrecipient agreement with the City of Davenport and the regulations for CDBG at 24 CFR 570.

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Staff Signature

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Date

False, fictitious, or fraudulent information, or the omission of any material fact, may be subject to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).

24 CFR 570- Community Development Block Grants can be found at [ecfr.gov](http://ecfr.gov). The Code of Federal Regulations (CFR) is the official legal print publication containing the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government. The Electronic Code of Federal

Regulations (eCFR) is a continuously updated online version of the CFR. It is not an official legal edition of the CFR.

**INCOME EXCLUSIONS:**

- Income from employment of children (including foster children) under the age of 18 years;
- Payments received for the care of foster children or foster adults (usually persons with disabilities unrelated to the tenant family, who are unable to live alone);
- Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker’s compensation), capital gains, and settlement for personal or property losses, except as provided in paragraph (5) under Income Inclusions;
- Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member; 5) Income of a live-in aide, as defined in 24 CFR 5.403;
- The full amount of student financial assistance paid directly to the student or to the educational institution (see Income Inclusions (9), above, for students receiving Section 8 assistance);
- The special pay to a family member serving in the Armed Forces who is exposed to hostile fire (e.g., in the past, special pay included Operation Desert Storm);
- Amounts received under training programs funded by HUD (e.g., training received under Section 3); b. Amounts received by a person with a disability that are disregarded for a limited time for purposes of supplemental security income eligibility and benefits because they are

set-aside for use under a Plan to Attain Self-Sufficiency (PASS); c. Amounts received by a participant in other publicly assisted programs that are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program; d. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the owner, on a part-time basis, that enhances the quality of life in the project. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident- initiative coordination. No resident may receive more than one such stipend during the same period of time; or e. Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training programs not affiliated with a local government) and training of a family member as a resident management staff person. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family member participates in the employment training program.

- Temporary, nonrecurring, or sporadic income (including gifts);
- Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era. (Examples include payments by the German and Japanese governments for atrocities committed during the Nazi era);
- Earnings in excess of \$480 for each full-time student 18 years or older (excluding the head of household and spouse);
- Adoption assistance payments in excess of \$480 per adopted child;
- Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump-sum amount or in prospective monthly amounts;
- Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit; 15) Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
- Indian Nation or the Apache Tribe of the Mescalero Reservation (Pub. L. 95–433 section 2). This exclusion also applies to assets; p. Allowances, earnings, and payments to AmeriCorps participants under the National and Community Service Act of 1990 (42 U.S.C. 12637(d)); q. Any allowance paid to children of Vietnam veterans born with spina bifida (38 U.S.C. 1802–05), children of women Vietnam veterans born with certain birth defects (38 U.S.C. 1811–16), and children of certain Korean and Thailand service veterans born with spina bifida (38 U.S.C. 1821–22) is excluded from income and assets (38 U.S.C. 1833(c)). r. Any amount of crime victim compensation that provides medical or other assistance (or payment or reimbursement of the cost of such assistance) under the Victims of Crime Act of 1984 received through a crime victim assistance program, unless the total amount of assistance that the applicant receives from all such programs is sufficient to fully compensate the applicant for losses suffered as a result of the crime (34 U.S.C. 20102(c)). This exclusion also applies to assets; s. Allowances, earnings, and payments to individuals participating in programs under the Workforce Investment Act of 1998 reauthorized as the Workforce Innovation and Opportunity Act of 2014 (29 U.S.C. 3241(a)(2)); t. Any amount received under the Richard B. Russell School Lunch Act (42 U.S.C. 1760(e)) and the Child Nutrition Act of 1966 (42 U.S.C. 1780(b)), including reduced-price lunches and food under the Special Supplemental Food Program for Women, Infants, and Children (WIC). This exclusion also applies to assets; u. Payments, funds, or distributions authorized, established, or directed by the Seneca Nation.

Settlement Act of 1990 (Pub. L. 101–503 section 8(b)). This exclusion also applies to assets; v. Payments from any deferred U.S. Department of Veterans Affairs disability benefits that are received in a lump sum amount or in prospective monthly amounts (42 U.S.C. 1437a(b)(4)); w. Any amounts (i) not actually received by the family, (ii) that would be eligible for exclusion under 42 U.S.C. 1382b(a)(7), and (iii) received for service connected disability under 38 U.S.C. chapter 11 or dependency and indemnity compensation under 38 U.S.C. chapter 13 (25 U.S.C. 4103(9)(C)) as provided by an amendment by the Indian Veterans Housing Opportunity Act of 2010 (Pub. L. 111–269 section 2) to the definition of income applicable to programs under the Native American Housing Assistance and Self-Determination Act (NAHASDA) (25 U.S.C. 4101 et seq.); x. A lump sum or a periodic payment received by an individual Indian pursuant to the Class Action Settlement Agreement in the case entitled *Elouise Cobell et al. v. Ken Salazar et al.*, 816 F.Supp.2d 10 (Oct. 5, 2011 D.D.C.), for a period of one year from the time of receipt of that payment as provided in the Claims Resolution Act of 2010 (Pub. L. 111–291 section 101(f)(2)). This exclusion also applies to assets; y. Any amounts in an “individual development account” are excluded from assets and any assistance, benefit, or amounts earned by or provided to the individual development account are excluded from income, as provided by the Assets for Independence Act, as amended (42 U.S.C. 604(h)(4)); z. Per capita payments made from the proceeds of Indian Tribal Trust Settlements listed in IRS Notice 2013–1 and 2013–55 must be excluded from annual income unless the per capita payments exceed the amount of the original Tribal Trust Settlement proceeds and are made from a Tribe's private bank account in which the Tribe has deposited the settlement proceeds. Such amounts received in excess of the Tribal Trust Settlement are included in the gross income of the members of the Tribe receiving the per capita payments as described in IRS Notice 2013–1. The first \$2,000 of per capita payments are also excluded from assets unless the per capita payments exceed the amount of the original Tribal Trust Settlement proceeds and are made from a Tribe's private bank account in which the Tribe has deposited the settlement proceeds (25 U.S.C. 117b(a), 25 U.S.C. 1407); aa. Federal assistance for a major disaster or emergency received by individuals and families under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Pub. L. 93–288, as amended) and comparable disaster assistance provided by States, local governments, and disaster assistance organizations (42 U.S.C. 5155(d)). This exclusion also applies to assets; bb. Any amount in an Achieving Better Life Experience (ABLE) account, distributions from and certain contributions to an ABLE account established under the ABLE Act of 2014 (Pub. L. 113–295.), as described in Notice PIH 2019–09/H 2019–06 or subsequent or superseding notice is excluded from income and assets; and cc. Assistance received by a household under the Emergency Rental Assistance Program pursuant to the Consolidated Appropriations Act, 2021 (Pub. L. 116–260, section 501(j)).

#### **ASSET EXCLUSIONS:**

- Necessary personal property, except as noted in number 9 of Inclusions, such as clothing, furniture, cars, and vehicles specially equipped for persons with disabilities;
- Interest in Indian trust lands;
- Assets not effectively owned by the applicant. That is, when assets are held in an individual’s name, but the assets and any income they earn accrue to the benefit of someone else who is not a member of the household and that other person is responsible for income taxes incurred on income generated by the asset; 4) Equity in cooperatives in which the family lives;
- Assets not accessible to and that provide no income for the applicant;
- Term life insurance policies (i.e., where there is no cash value

- Assets that are part of an active business. “Business” does not include rental of properties that are held as an investment and not a main occupation;
- Assets disposed of for less than fair market value as a result of foreclosure, bankruptcy, divorce, or separation; IRA, Keogh, and similar retirement savings accounts where benefits are being received through periodic payments; or
- Lump sum payments where the money is used for something that is not an asset— e.g., a car or a vacation or education.

The following updated list of Federally mandated income exclusions is from the Federal Register dated January 31, 2024 and supersedes the notice published in the Federal Register on May 20, 2014. The exclusions listed below apply to income only, except where HUD states that the exclusion also applies to assets. Actual income earned from an excluded asset may be included in income if it is not deposited into an account that is disregarded and excluded under one of the below authorities. If an amount is in an excluded account, like an Independent Development Account or an ABLE account, then the statute or the regulations associated with that income/asset exclusion will dictate what portion of the income earned off the amount, if any, is to be included in the family's income. Please note that exclusions (13) and (23) have provisions that apply only to specific HUD programs):

<https://www.federalregister.gov/documents/2024/01/31/2024-01873/federally-mandated-exclusions-from-income-updated-listing>

a. The value of the allotment provided to an eligible household under the Food Stamp Act of 1977 (7 U.S.C. 2017(b)). This exclusion also applies to assets; b. Payments, including for supportive services and reimbursement of out-of-pocket expenses, for volunteers under the Domestic Volunteer Service Act of 1973 (42 U.S.C. 5044(f)(1), 42 U.S.C. 5058), are excluded from income except that the exclusion shall not apply in the case of such payments when the Chief Executive Officer of the Corporation for National and Community Service appointed under 42 U.S.C. 12651c determines that the value of all such payments, adjusted to reflect the number of hours such volunteers are serving, is equivalent to or greater than the minimum wage then in effect under the Fair Labor Standards Act of 1938 (29 U.S.C. 201 et seq.) or the minimum wage, under the laws of the State where such volunteers are serving, whichever is the greater (42 U.S.C. 5044(f)(1)). This exclusion also applies to assets; c. Certain payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626(c)). This exclusion also applies to assets; d. Income derived from certain sub marginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 5506). This exclusion also applies to assets; e. Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program (42 U.S.C. 8624(f)(1)). This exclusion also applies to assets; f. Income derived from the disposition of funds to the Grand River Band of Ottawa Indians (Pub. L. 94– 540, section 6). This exclusion also applies to assets; g. The first \$2000 of per capita shares received from judgment funds awarded by the National Indian Gaming Commission or the U.S. Claims Court, the interests of individual Indians in trust or restricted lands, and the first \$2000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands. This exclusion does not include proceeds of gaming operations regulated by the Commission (25 U.S.C. 1407–1408). This exclusion also applies to assets; h. Amounts of student financial assistance funded under title IV of the Higher Education Act of 1965 (20 U.S.C. 1070), including awards under Federal work-study programs or under the Bureau of Indian Affairs student assistance programs (20 U.S.C. 1087uu). For section 8 programs only (42 U.S.C. 1437f), any financial assistance in excess of amounts received by an individual for tuition and any other required fees and charges under the Higher Education Act of 1965 (20 U.S.C. 1001 et seq.), from private sources, or an institution of higher education (as defined under the Higher Education Act of 1965 (20 U.S.C. 1002)), shall not be considered income to that individual if the individual is over the age of 23 with dependent children (Pub. L. 109–

115, section 327) (as amended) i. Payments received from programs funded under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056g); j. Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund (Pub. L. 101– 201) or any other fund established pursuant to the settlement in In Re Agent Orange Product Liability Litigation, M.D.L. No. 381 (E.D.N.Y.). This exclusion also applies to assets; k. Payments received under the Maine Indian Claims Settlement Act of 1980 (Pub. L. 96–420 section 9(c)). This exclusion also applies to assets; l. The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858q); m. Earned income tax credit (EITC) refund payments [1] received on or after January 1, 1991, for programs administered under the United States Housing Act of 1937, title V of the Housing Act of 1949, section 101 of the Housing and Urban Development Act of 1965, and sections 221(d)(3), 235, and 236 of the National Housing Act (26 U.S.C. 32(l)). This exclusion also applies to assets; n. The amount of any refund (or advance payment with respect to a refundable credit) issued under the Internal Revenue Code is excluded from income and assets for a period of 12 months from receipt (26 U.S.C. 6409); o. Payments by the Indian Claims Commission to the Confederated Tribes and Bands of the Yakima.

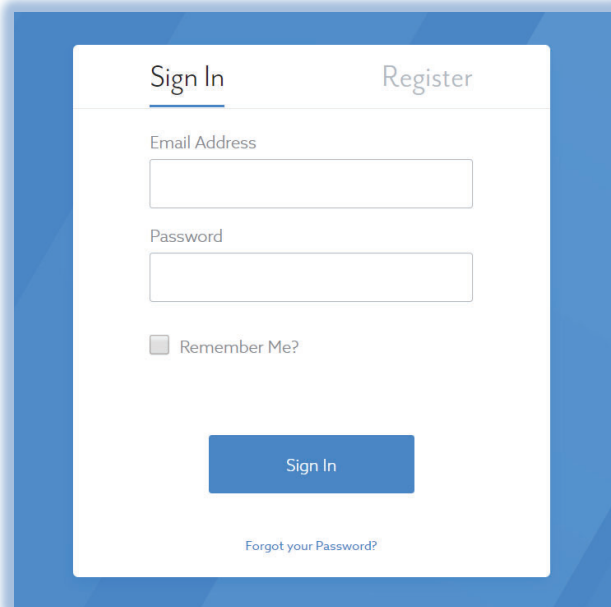
## Table of Contents

Accessing the Subrecipient Portal .....	1
Registering your Account .....	2
Logging In.....	2
Forgot your Password.....	3
Changing your Password .....	3
Signing Out .....	4
Managing your Grant account.....	5
Submitting a Draw Request .....	6
Completing Monthly/Quarterly/Annual Reports .....	8

## Accessing the Subrecipient Portal

The Subrecipient Portal is hosted by Neighborly Software and is accessible available via any internet connected device. The recommended browser is Google Chrome, but will work with any modern web browser (i.e. Internet Explorer v10+, FireFox, Safari).

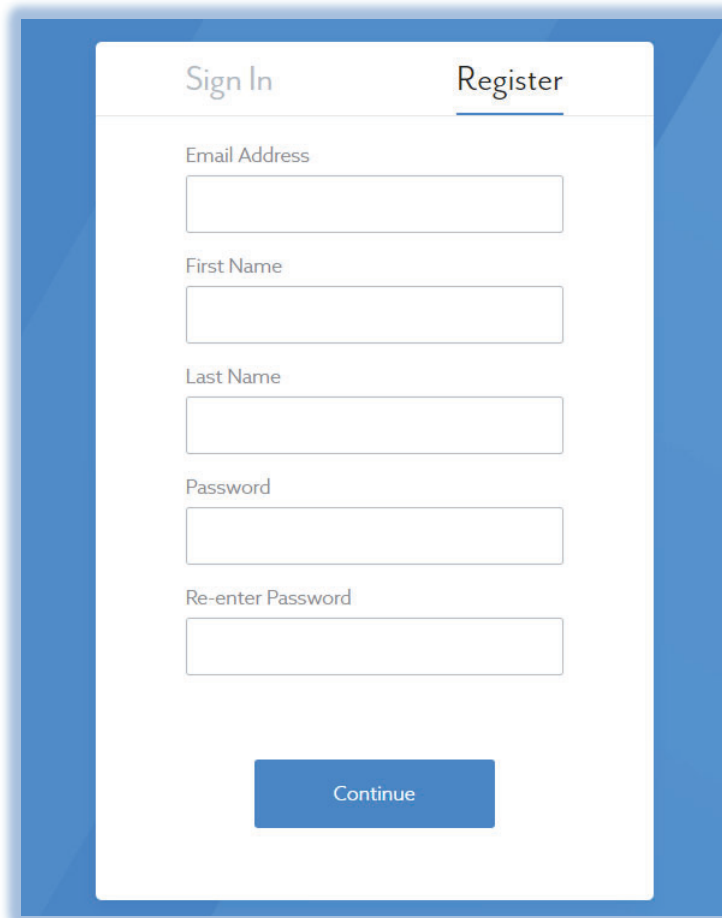
Application Portal Link: <https://portal.neighborlysoftware.com/rockislandil/Participant>



## Registering your Account

When you access the Portal for the first time, you'll need to Register your account by clicking on the Register link. The registration process will create a user name (which is your work email address) and password that will be used for future logins. The email address you choose will also be used for system emails/notifications. For security purposes, the system will validate that you own the registered email address by sending an email with a validation link.

**Note:** If you do not receive the system email within 2 minutes, check your spam or bulk mail folder. If the email appears in that folder, you should right click on the email to indicate "Not Junk" or "Not Spam" to ensure you receive any other system notifications.

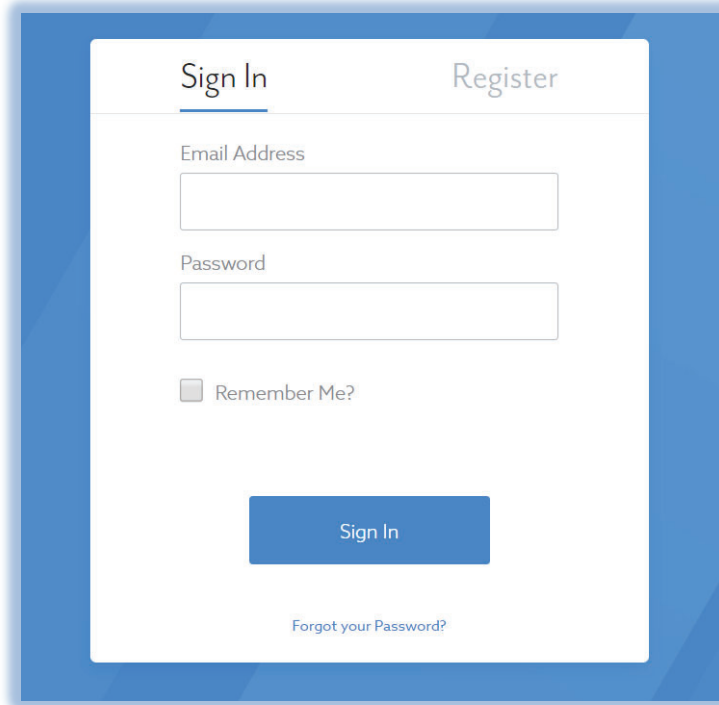


The image shows a screenshot of a web form for registering an account. The form is titled "Sign In" and "Register", with "Register" being the active tab. It contains five input fields: "Email Address", "First Name", "Last Name", "Password", and "Re-enter Password". A blue "Continue" button is located at the bottom of the form.

Sign In	Register
Email Address	
<input type="text"/>	
First Name	
<input type="text"/>	
Last Name	
<input type="text"/>	
Password	
<input type="password"/>	
Re-enter Password	
<input type="password"/>	
<input type="button" value="Continue"/>	

## Logging In

Once your account has been registered, you may login (using the same link above) by entering the email address and password used during registration. By checking “Remember Me?”, your web browser will remember your email address for future logins (depending on browser and security settings).

A screenshot of a web form for signing in or registering. The form has two tabs: "Sign In" (active) and "Register". It contains two input fields: "Email Address" and "Password". Below the password field is a checkbox labeled "Remember Me?". At the bottom of the form is a blue "Sign In" button and a link that says "Forgot your Password?".

Sign In Register

Email Address

Password

Remember Me?


Sign In

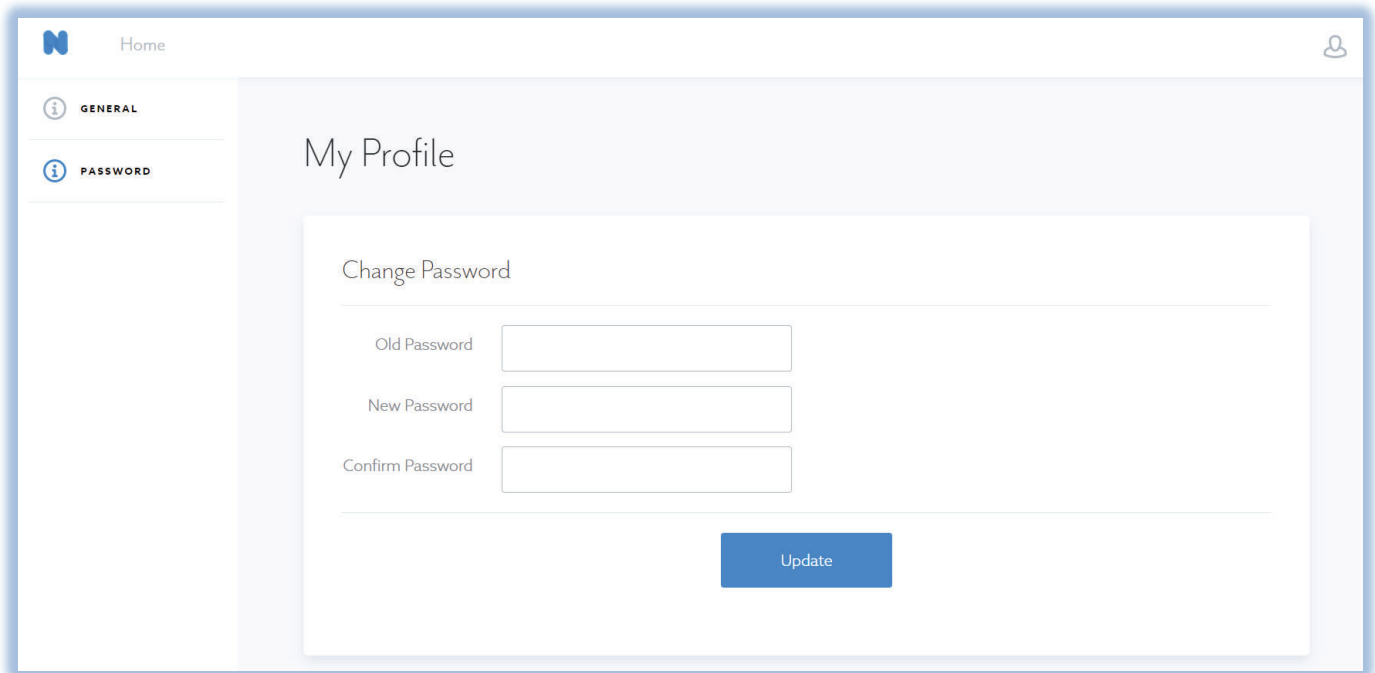
[Forgot your Password?](#)

## Forgot your Password


If you forget your password, click on the link that says “Forgot your Password?” and follow the prompts to create a new password. For security purposes, the system will send an email to the registered email address with a link to reset your password

## Changing your Password

To change your password, log into the Application Portal. Click on the  icon on the top right corner of the screen, and select “My Profile”. Then select the Password option on the left side of the screen. For security purposes, you will be required to enter your Old Password before selecting a New Password.

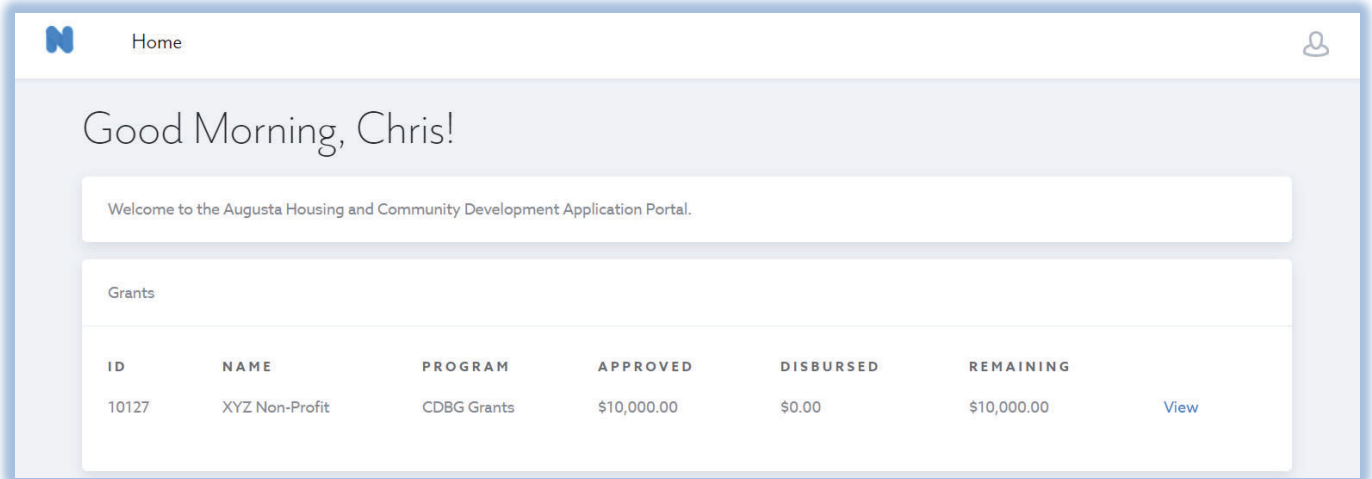


## Signing Out

To sign out (aka log out) of the system, click on the  icon on the top right corner of the screen and select "Sign Out".

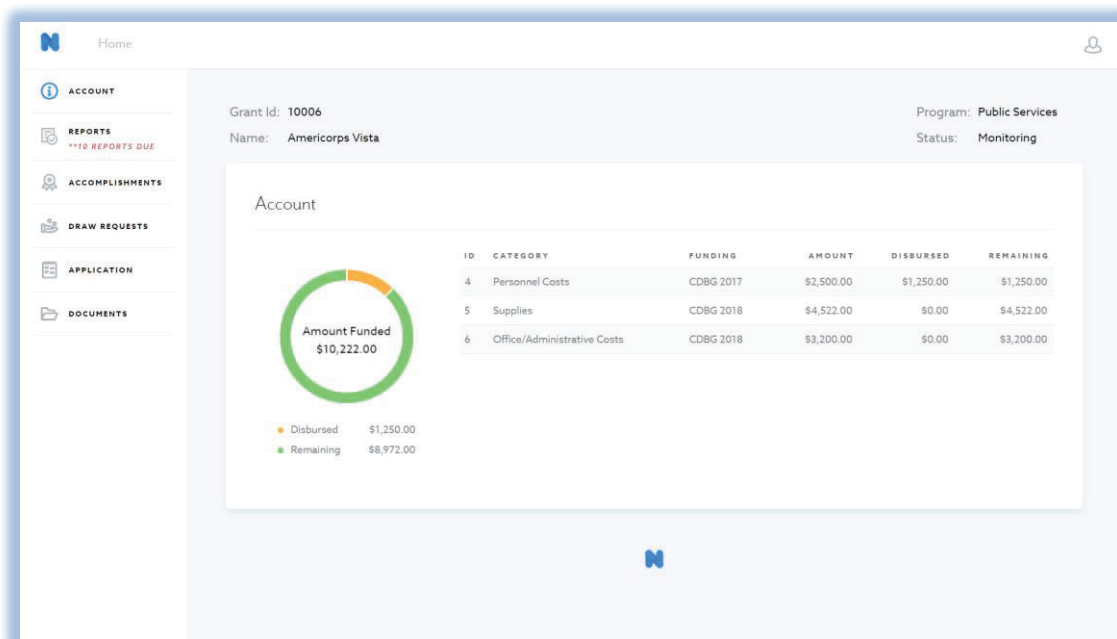
## Managing your Grant account

Upon logging in, you should see your grant account listed in the table of Grants. Click “View” to load the grant account screen.



ID	NAME	PROGRAM	APPROVED	DISBURSED	REMAINING	
10127	XYZ Non-Profit	CDBG Grants	\$10,000.00	\$0.00	\$10,000.00	<a href="#">View</a>

Once loaded, you’ll see the Grant account screen has 6 tabs: Account, Reports, Accomplishments, Draw Requests, Application and Documents. The Account screen is a summary of your Grant account, including the award amount, the funds disbursed, and the remaining account balance.



The Accomplishments screen provides a summary of Accomplishment data entered via Monthly and Annual Reports. Note that this screen is Read Only – accomplishment data can only be added/modified via the Monthly and Annual reports. Also note the scroll bar at the bottom of each section of Accomplishments to view multiple months.

Grant Id: 10006  
Name: Americorps Vista  
Program: Public Services  
Status: Monitoring

### Accomplishments


This tab is read-only. To make changes to Accomplishments, you must update the appropriate Report.

TOTAL NUMBER OF PERSONS ASSISTED	AUG 2017	SEP 2017	OCT 2017	NOV 2017	DEC 2017	JAN 2018	FEB
Total Number of Unique Persons Assisted this Month	20	6					

BENEFICIARIES - INCOME	AUG 2017	SEP 2017	OCT 2017	NOV 2017	DEC 2017	JAN 2018	FEB
Number of Extremely Low Income persons assisted (<30% AMI)	5	3		2	5	0	
Number of Low Income persons assisted (30%-50% AMI)	5	2		1	5	0	
Number of Moderate income persons assisted (50% - 80% AMI)	5	1		0	5	0	
Number of persons assisted who are NOT Low to Moderate Income	5			0	0	0	
<b>Totals</b>	<b>20</b>	<b>6</b>	<b>0</b>	<b>3</b>	<b>15</b>	<b>0</b>	

## Submitting a Draw Request

The Draw Requests allows you to request draws from your remaining account balance. The initial screen is a summary of any existing draw requests and disbursement data. To view an existing draw, click on the  icon to the right of the draw. To create a new draw, click the “Add a Draw” link.

Grant Id: 10006  
Name: Americorps Vista  
Program: Public Services  
Status: Monitoring

### Draw Requests

Requested \$1,250.00

- Disbursed \$1,250.00
- Pending \$0.00

ID	STATUS	DETAILS	REQUESTED DATE	REQUESTED AMOUNT	DISBURSED DATE	DISBURSED AMOUNT
3	Disbursed	Draw #1	6/7/2018	\$1,250.00	7/17/2018	\$1,250.00
4	Not Submitted	new draw	6/29/2018	\$0.00	N/A	N/A

Add a Draw

When requesting a draw, provide a brief description of the draw request, the amount requested by budget “Category”, and attach any supporting documents as necessary. The draw request will be forwarded to the entitlement jurisdiction for review and approval/denial. You can track the draw request review process by clicking on the “Workflow” tab.

Status: Not Submitted  
Amount Requested: \$0.00  
Date Requested: 6/29/2018  
Amount Approved: \$0.00

Request: Workflow (0 of 4)

**ACTION REQUIRED:** This draw request has NOT yet been submitted. In the form below, provide a summary of the draw request, enter the amount requested by category, upload any supporting documentation, and then click Submit.

**SUMMARY**

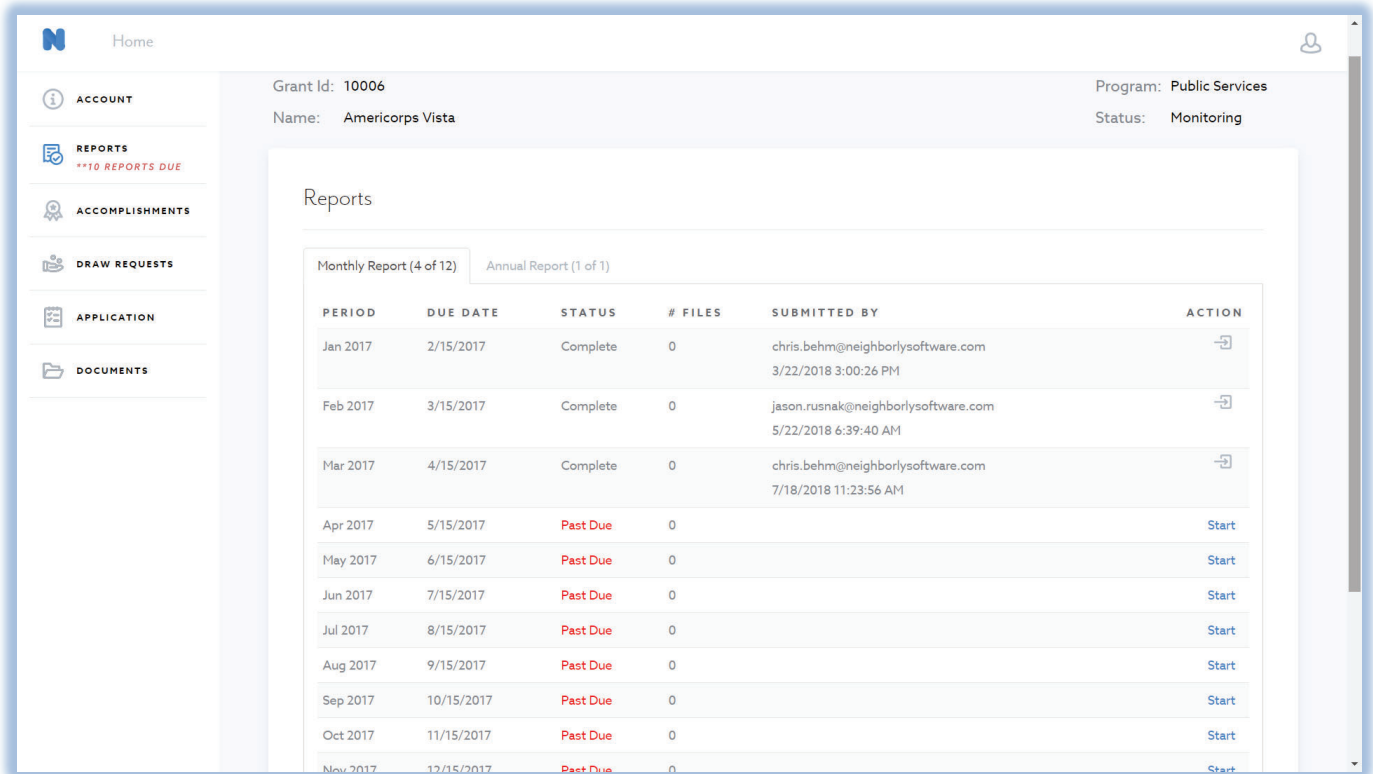
new draw Upload File

**DETAILS**


CATEGORY	ORIGINAL AMOUNT	- OTHER DISBURSEMENTS	= AVAILABLE BALANCE	AMOUNT REQUESTED
Personnel Costs CDBG 2017	\$ 2,500.00	\$ 1,250.00	\$ 2,500.00	\$ 0.00
Supplies CDBG 2018	\$ 4,522.00	\$ 0.00	\$ 4,522.00	\$ 0.00
Office/Administrative Costs CDBG 2018	\$ 3,200.00	\$ 0.00	\$ 3,200.00	\$ 0.00
<b>Totals</b>	<b>\$ 10,222.00</b>	<b>\$ 1,250.00</b>	<b>\$ 8,972.00</b>	<b>\$ 0.00</b>

## Completing Monthly/Quarterly/Annual Reports

The Reports tab will indicate if any reports are Due or Past Due. Once you click into the Reports section, you'll see a summary of reports, including tabs for Monthly, Quarterly and/or Annual Reports.



PERIOD	DUE DATE	STATUS	# FILES	SUBMITTED BY	ACTION
Jan 2017	2/15/2017	Complete	0	chris.behm@neighborlysoftware.com 3/22/2018 3:00:26 PM	
Feb 2017	3/15/2017	Complete	0	jason.rusnak@neighborlysoftware.com 5/22/2018 6:39:40 AM	
Mar 2017	4/15/2017	Complete	0	chris.behm@neighborlysoftware.com 7/18/2018 11:23:56 AM	
Apr 2017	5/15/2017	Past Due	0		Start
May 2017	6/15/2017	Past Due	0		Start
Jun 2017	7/15/2017	Past Due	0		Start
Jul 2017	8/15/2017	Past Due	0		Start
Aug 2017	9/15/2017	Past Due	0		Start
Sep 2017	10/15/2017	Past Due	0		Start
Oct 2017	11/15/2017	Past Due	0		Start
Nov 2017	12/15/2017	Past Due	0		Start

Click into a report by clicking the  icon to the right of the report, or start a new report by clicking the “Start” link. Note that Reports are not available to be started/completed until the reporting period has passed.

Once inside a report, you will see multiple tabs depending on your grant program. Usually there are at least 3 tabs – one for reporting Goal progress, one for Accomplishment data and one to certify and Submit. Complete each tab by clicking the Complete and Continue link at the bottom of the screen. You may also Save your work to return to the report at a later date. The report is not Complete and Submitted until all tabs are individually marked Complete.

# City of Rock Island CDBG Administration & Monitoring Manual

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## Administrative Guide

### Manual Overview

- 1. Program Administration
- 2. Funding & Risk Assessment
- 3. Monitoring Procedures
- 4. Performance Tracking & Neighborly
- 5. File Standards & Recordkeeping
- 6. Appendices & Forms

### 1. Program Administration

The City of Rock Island administers CDBG-funded activities in accordance with HUD regulations and local program requirements.

- Standardized oversight procedures are used for all subrecipients
- Technical assistance is encouraged throughout the program year
- Funding recommendations are subject to City Council approval
- Staff maintain monitoring and compliance documentation

### 2. Funding & Risk Assessment

Applications are evaluated using reviewer score sheets and a standardized funding methodology.

- Risk assessments determine monitoring levels
- Low-risk agencies may receive desktop reviews only
- High-risk agencies require onsite monitoring
- Prior findings and reporting history affect risk scoring

### 3. Monitoring Procedures

Monitoring procedures are designed to verify compliance, performance, and documentation standards.

- Desktop monitoring includes remote review of reports and documentation
- Onsite monitoring includes financial and program file reviews
- Findings require corrective action and follow-up
- Technical assistance should be documented

#### 4. Performance Tracking & Neighborly

Subrecipients must maintain accurate beneficiary and performance tracking records.

- Race, ethnicity, and income data must be documented
- Unduplicated beneficiary counts are required
- Neighborly is used for reports and reimbursement requests
- Supporting documentation must be uploaded timely

#### 5. File Standards & Recordkeeping

Program files must be organized and maintained for HUD monitoring readiness.

- Monitoring files should follow standardized tab organization
- Financial and beneficiary documentation must be retained
- Executed agreements and amendments must be maintained
- Corrective action documentation must remain in the file

#### 6. Forms

Description
Risk Assessment Form
Desktop Monitoring Checklist
Onsite Monitoring Packet
Reviewer Score Sheets
Funding Methodology
Neighborly Procedures
Subrecipient File Checklist
Payroll Tracker (Located in the shared drive)
Performance Tracker (Located in the shared drive)

This condensed manual is intended to provide streamlined guidance for administration, monitoring, reporting, and oversight of CDBG-funded activities administered by the City of Rock Island.

# City of Rock Island CDBG Monitoring Risk Assessment Form

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## Community Development Department

**Purpose:** This assessment is used to determine the appropriate level of monitoring for CDBG subrecipients and whether an in-person monitoring review or desktop monitoring review is required.

### Subrecipient Information

Agency Name		Program Year	
Award Amount		Contract Number	
Program Type		Reviewer	
Assessment Date		Prior Monitoring Date	

### Risk Assessment Scoring

Check all factors that apply. Add the assigned point values to determine the overall monitoring level.

Risk Factor	Points	Applies?	Reviewer Notes
New subrecipient	3	<input type="checkbox"/> Yes <input type="checkbox"/> No	
New program activity	2	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Staff turnover in key positions	2	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Late reimbursement requests or reports	2	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Prior monitoring findings unresolved	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Award amount exceeds \$50,000	2	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Complex activity or multiple funding sources	2	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Economic development or relocation activity	3	<input type="checkbox"/> Yes <input type="checkbox"/> No	
No onsite monitoring within last 2 years	2	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Audit findings or financial concerns	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Weak recordkeeping or documentation issues	3	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Strong prior performance	-2	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Total Risk Score: \_\_\_\_\_

### Monitoring Determination

Score Range	Risk Level	Required Monitoring
0 – 3	Low Risk	Desktop Review Only
4 – 7	Moderate Risk	Desktop Review + Limited Onsite if Needed
8 or Higher	High Risk	Full In-Person Monitoring Required

Recommended Monitoring Type:

- Desktop Review Only
- Limited Onsite Monitoring
- Full In-Person Monitoring

### Reviewer Summary & Justification

Notes:

Reviewer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# CDBG Desk Review & Remote Monitoring Hybrid Monitoring Packet

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## City of Rock Island Community Development Department

**Purpose:** This desk review packet is intended for remote or non-onsite monitoring of CDBG subrecipients while maintaining HUD compliance documentation.

### Desk Review Information

Agency Name _____	Program Year _____
Funding Amount _____	Reviewer _____
Review Date _____	Monitoring Type _____
Reports Reviewed _____	Risk Level _____

### Quarterly Reporting

Review Item	✓	⚠	✗	Comments
Quarterly reports submitted timely				
Performance measures documented				
Beneficiary totals consistent				

### Financial Review

Review Item	✓	⚠	✗	Comments
Invoices reviewed				
Reimbursement requests accurate				
Expenditures appear eligible				

### Program Compliance

Review Item	✓	⚠	✗	Comments
Agreement requirements met				
Required policies maintained				

Monitoring follow-up completed				
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### Technical Assistance Provided

Notes:

### Follow-Up Needed

Issue	Action Needed	Due Date

Reviewer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# CDBG Subrecipient Monitoring Formal Compliance Packet

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## City of Rock Island Community Development Department

**Purpose:** This monitoring packet is intended to document compliance with applicable HUD CDBG regulations, federal requirements, and subrecipient agreement obligations.

### Agency Information

Subrecipient Name	
Program Year	
Award Amount	
Monitoring Type	
Date of Monitoring	

### National Objective Compliance

Requirement	Yes	No	N/A	Reviewer Comments
Documentation supporting national objective reviewed				
Income eligibility documentation reviewed				
Beneficiary data reconciled				

### Financial Management

Requirement	Yes	No	N/A	Reviewer Comments
Source documentation reviewed				
Draw requests reconciled				
Accounting records maintained				

Audit requirements met				
------------------------	--	--	--	--

### Internal Controls

Requirement	Yes	No	N/A	Reviewer Comments
Procurement policy reviewed				
Conflict of interest policy reviewed				
Record retention policy reviewed				

### Findings / Concerns

Condition	Criteria (CFR)	Corrective Action	Due Date

Reviewer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## CDBG Public Service Reviewer Score Sheets with Point Scale Rubric

This reviewer packet includes detailed scoring guidance for each category to help ensure consistent, fair, and transparent evaluation of Public Service applications.

### Detailed Scoring Rubric

#### Community Need & Impact (25 Points)

Point Range	Scoring Guidance
21-25	Exceptional demonstration of community need with strong supporting data and clear measurable impact.
16-20	Good demonstration of need with reasonable impact and supporting documentation.
11-15	Moderate need identified but limited supporting evidence or measurable impact.
0-10	Weak or unclear need and limited community benefit demonstrated.

#### Program Design & Outcomes (20 Points)

Point Range	Scoring Guidance
17-20	Excellent program structure with measurable goals, timeline, and evaluation methods.
13-16	Good program design with identifiable outcomes and implementation plan.
9-12	Basic program description with limited outcome tracking.
0-8	Unclear program activities or outcomes.

#### Organizational Capacity & Experience (15 Points)

Point Range	Scoring Guidance
13-15	Strong staffing, grant management experience, and demonstrated organizational stability.
10-12	Adequate experience and organizational structure.
6-9	Limited experience but reasonable implementation plan.
0-5	Insufficient capacity or major administrative concerns.

#### Budget & Cost Effectiveness (15 Points)

Point Range	Scoring Guidance
13-15	Detailed, reasonable, and cost-effective budget with clear justification.

10-12	Generally reasonable budget with minor concerns.
6-9	Some unclear or unsupported budget items.
0-5	Poorly developed or unrealistic budget.

#### HUD/CDBG Compliance Readiness (15 Points)

Point Range	Scoring Guidance
13-15	Strong understanding of CDBG regulations and compliance responsibilities.
10-12	Moderate understanding with manageable gaps.
6-9	Limited familiarity with compliance requirements.
0-5	Significant compliance concerns.

#### Collaboration & Leveraging (5 Points)

Point Range	Scoring Guidance
5	Strong partnerships and leveraged resources demonstrated.
3-4	Some partnerships or collaboration identified.
1-2	Minimal collaboration demonstrated.
0	No collaboration or leveraging identified.

#### Equity & Accessibility (5 Points)

Point Range	Scoring Guidance
5	Strong accessibility and equitable outreach strategy.
3-4	Moderate accessibility efforts identified.
1-2	Limited outreach or accessibility considerations.
0	No demonstrated equity or accessibility efforts.

## Reviewer Score Sheet #1

Agency Name: \_\_\_\_\_

Program Name: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_

Date: \_\_\_\_\_

Category	Max Points	Suggested Point Range	Reviewer Score	Comments
Community Need & Impact	25	21-25, 16-20, 11-15, 0-10		
Program Design & Outcomes	20	17-20, 13-16, 9-12, 0-8		
Organizational Capacity & Experience	15	13-15, 10-12, 6-9, 0-5		
Budget & Cost Effectiveness	15	13-15, 10-12, 6-9, 0-5		
HUD/CDBG Compliance Readiness	15	13-15, 10-12, 6-9, 0-5		
Collaboration & Leveraging	5	5, 3-4, 1-2, 0		
Equity & Accessibility	5	5, 3-4, 1-2, 0		
<b>TOTAL SCORE</b>	<b>100</b>			

Funding Recommendation:

- Fully Funded
- Partially Funded
- Not Recommended

Additional Notes:

## Reviewer Score Sheet #2

Agency Name: \_\_\_\_\_

Program Name: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_

Date: \_\_\_\_\_

Category	Max Points	Suggested Point Range	Reviewer Score	Comments
Community Need & Impact	25	21-25, 16-20, 11-15, 0-10		
Program Design & Outcomes	20	17-20, 13-16, 9-12, 0-8		
Organizational Capacity & Experience	15	13-15, 10-12, 6-9, 0-5		
Budget & Cost Effectiveness	15	13-15, 10-12, 6-9, 0-5		
HUD/CDBG Compliance Readiness	15	13-15, 10-12, 6-9, 0-5		
Collaboration & Leveraging	5	5, 3-4, 1-2, 0		
Equity & Accessibility	5	5, 3-4, 1-2, 0		
<b>TOTAL SCORE</b>	<b>100</b>			

Funding Recommendation:

- Fully Funded
- Partially Funded
- Not Recommended

Additional Notes:

### Reviewer Score Sheet #3

Agency Name: \_\_\_\_\_

Program Name: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_

Date: \_\_\_\_\_

Category	Max Points	Suggested Point Range	Reviewer Score	Comments
Community Need & Impact	25	21-25, 16-20, 11-15, 0-10		
Program Design & Outcomes	20	17-20, 13-16, 9-12, 0-8		
Organizational Capacity & Experience	15	13-15, 10-12, 6-9, 0-5		
Budget & Cost Effectiveness	15	13-15, 10-12, 6-9, 0-5		
HUD/CDBG Compliance Readiness	15	13-15, 10-12, 6-9, 0-5		
Collaboration & Leveraging	5	5, 3-4, 1-2, 0		
Equity & Accessibility	5	5, 3-4, 1-2, 0		
<b>TOTAL SCORE</b>	<b>100</b>			

Funding Recommendation:

- Fully Funded
- Partially Funded
- Not Recommended

Additional Notes:

### Reviewer Score Sheet #4

Agency Name: \_\_\_\_\_

Program Name: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_

Date: \_\_\_\_\_

Category	Max Points	Suggested Point Range	Reviewer Score	Comments
Community Need & Impact	25	21-25, 16-20, 11-15, 0-10		
Program Design & Outcomes	20	17-20, 13-16, 9-12, 0-8		
Organizational Capacity & Experience	15	13-15, 10-12, 6-9, 0-5		
Budget & Cost Effectiveness	15	13-15, 10-12, 6-9, 0-5		
HUD/CDBG Compliance Readiness	15	13-15, 10-12, 6-9, 0-5		
Collaboration & Leveraging	5	5, 3-4, 1-2, 0		
Equity & Accessibility	5	5, 3-4, 1-2, 0		
<b>TOTAL SCORE</b>	<b>100</b>			

Funding Recommendation:

- Fully Funded
- Partially Funded
- Not Recommended

Additional Notes:

## Reviewer Score Sheet #5

Agency Name: \_\_\_\_\_

Program Name: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_

Date: \_\_\_\_\_

Category	Max Points	Suggested Point Range	Reviewer Score	Comments
Community Need & Impact	25	21-25, 16-20, 11-15, 0-10		
Program Design & Outcomes	20	17-20, 13-16, 9-12, 0-8		
Organizational Capacity & Experience	15	13-15, 10-12, 6-9, 0-5		
Budget & Cost Effectiveness	15	13-15, 10-12, 6-9, 0-5		
HUD/CDBG Compliance Readiness	15	13-15, 10-12, 6-9, 0-5		
Collaboration & Leveraging	5	5, 3-4, 1-2, 0		
Equity & Accessibility	5	5, 3-4, 1-2, 0		
<b>TOTAL SCORE</b>	<b>100</b>			

Funding Recommendation:

- Fully Funded
- Partially Funded
- Not Recommended

Additional Notes:

## **CDBG Public Service Score-Based Funding Methodology & Calculator Guide**

This document explains the purpose, methodology, and use of the CDBG Public Service Score-Based Funding Calculator developed to support fair, transparent, and defensible funding recommendations for Community Development Block Grant (CDBG) Public Service activities.

### **Purpose of the Funding Methodology**

The City developed this score-based funding methodology to create a fair and transparent process for recommending CDBG Public Service funding allocations. The methodology ensures that funding recommendations are driven by application quality, community impact, and alignment with CDBG priorities rather than the amount requested by an applicant.

### **Why a Score-Based Formula Is Being Used**

Historically, funding recommendations can become difficult to compare fairly when agencies request different amounts of funding. A request-based system may unintentionally encourage agencies to inflate requests in hopes of receiving larger awards.

The score-based methodology addresses this concern by:

- Rewarding higher-quality applications
- Prioritizing measurable community impact
- Encouraging fair competition
- Improving transparency in funding decisions
- Supporting consistency among reviewers
- Providing defensible documentation for HUD monitoring

### **How the Formula Works**

The calculator distributes funding proportionally based on each eligible agency's average review score.

The formula used is:

$$(\text{Agency Average Score} \div \text{Total Eligible Scores}) \times \text{Total Available Allocation}$$

This means agencies receive a percentage of available funding based on their proportion of the total eligible score.

## Example Calculation

Example:

- Total Available Allocation = \$150,000
- Agency Average Score = 90
- Total Eligible Scores = 450

Formula:

$$90 \div 450 = 20\%$$

$$20\% \times \$150,000 = \$30,000 \text{ recommended award}$$

## Use of Request Amounts

Request amounts are included in the spreadsheet for reference purposes only.

The request amount does not drive the score-based calculated award. However, the review committee may consider request amounts when discussing final funding recommendations and determining whether adjustments are necessary.

## Committee Adjustment Feature

The calculator includes a Committee Adjustment column that allows reviewers or staff to increase or decrease recommended awards after discussion.

Examples of acceptable committee adjustments may include:

- Agency capacity concerns
- Geographic distribution considerations
- Duplication of services
- Strategic community priorities
- Prior performance issues
- Funding sustainability

## Benefits of This Methodology

The score-based methodology provides several important benefits:

- Objective and consistent funding recommendations
- Reduced influence of inflated funding requests
- Improved transparency for applicants and the public
- Easier explanation during committee and council discussions
- Stronger documentation for HUD monitoring and compliance

## How to Use the Calculator

The workbook contains several tabs:

1. Funding Calculator
2. Directions
3. Council Summary
4. Scoring Guide

### Step 1 — Enter Funding Inputs

At the top of the Funding Calculator tab, enter:

- Total Available Allocation
- Minimum Score Requirement
- Maximum Award Cap Percentage
- Minimum Recommended Award

### Step 2 — Enter Application Information

Beginning on Row 15, enter:

- Agency / Program Name
- Request Amount (reference only)
- Service Category

### Step 3 — Enter Reviewer Scores

Enter scores from up to 10 reviewers in the Reviewer 1 through Reviewer 10 columns.

The calculator automatically averages reviewer scores.

### Step 4 — Review Automatic Calculations

The workbook automatically calculates:

- Average Score
- Eligibility Status
- Score-Based Calculated Award
- Final Approved Award
- Remaining Balance

### Step 5 — Committee Review

The review committee may discuss calculated recommendations and determine whether adjustments are necessary.

If adjustments are made, enter them in the Committee Adjustment column and provide justification in the Notes column.

### Council Summary Tab

The Council Summary tab automatically compiles the final approved awards into a format suitable for council packets, funding recommendations, and meeting presentations.

### Important Notes

The spreadsheet is intended to support objective funding recommendations and provide a transparent framework for decision-making.

Final awards remain subject to review committee and City Council approval.

### Recommended Documentation Practices

To support HUD monitoring and compliance, maintain copies of:

- Reviewer score sheets
- Completed funding calculator workbook
- Committee meeting minutes
- Council approval documentation
- Funding recommendation memorandums

### Suggested Annual Timeline

Timeline	Activity
January	Release Public Service applications
February	Receive completed applications
March	Reviewer scoring and evaluation
April	Committee funding recommendations
May	City Council approval
July	Program year begins

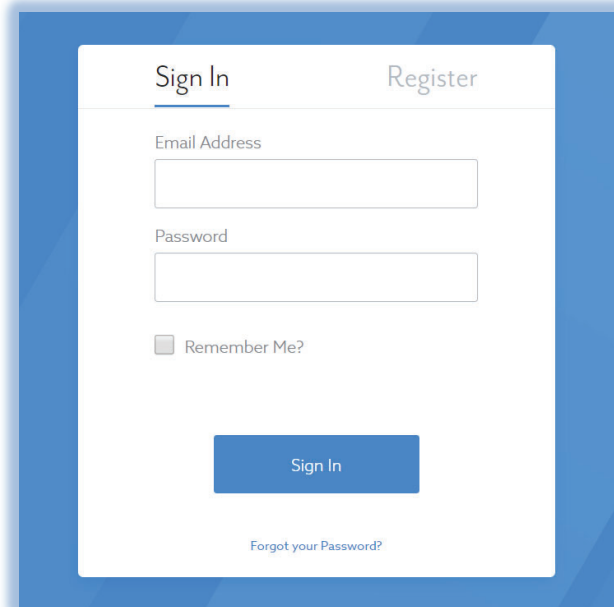
## Table of Contents

Accessing the Subrecipient Portal .....	1
Registering your Account .....	2
Logging In.....	2
Forgot your Password.....	3
Changing your Password .....	3
Signing Out .....	4
Managing your Grant account.....	5
Submitting a Draw Request.....	6
Completing Monthly/Quarterly/Annual Reports .....	8

## Accessing the Subrecipient Portal

The Subrecipient Portal is hosted by Neighborly Software and is accessible available via any internet connected device. The recommended browser is Google Chrome, but will work with any modern web browser (i.e. Internet Explorer v10+, FireFox, Safari).

Application Portal Link: <https://portal.neighborlysoftware.com/rockislandil/Participant>

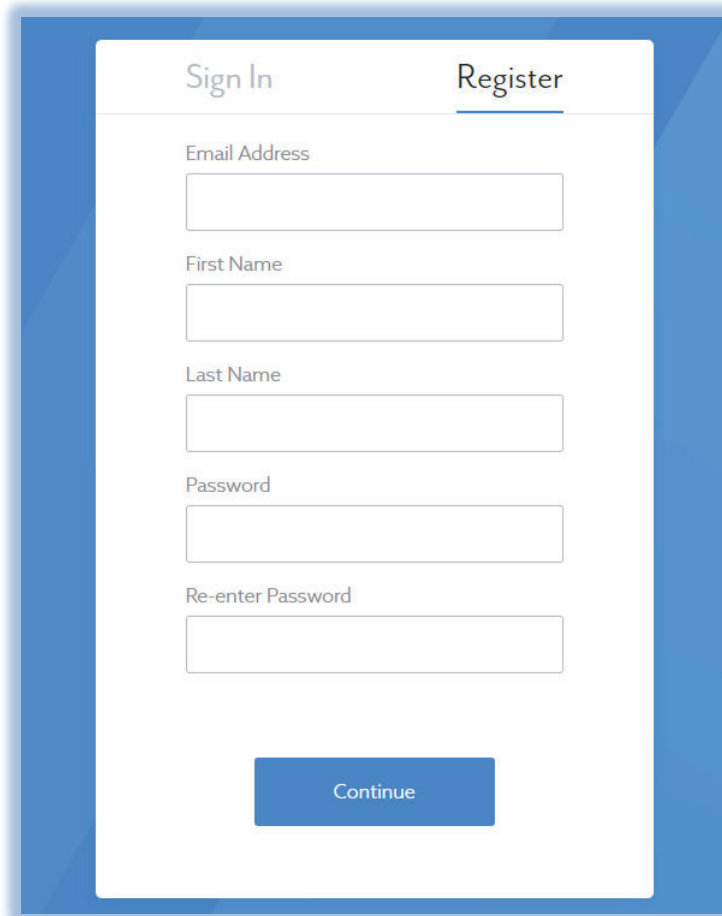


The screenshot shows a web form for signing in. At the top, there are two tabs: 'Sign In' (which is active) and 'Register'. Below the tabs, there are two input fields: 'Email Address' and 'Password'. Below the password field is a checkbox labeled 'Remember Me?'. At the bottom of the form is a blue button labeled 'Sign In'. Below the button is a link that says 'Forgot your Password?'.

## Registering your Account

When you access the Portal for the first time, you'll need to Register your account by clicking on the Register link. The registration process will create a user name (which is your work email address) and password that will be used for future logins. The email address you choose will also be used for system emails/notifications. For security purposes, the system will validate that you own the registered email address by sending an email with a validation link.

**Note:** If you do not receive the system email within 2 minutes, check your spam or bulk mail folder. If the email appears in that folder, you should right click on the email to indicate "Not Junk" or "Not Spam" to ensure you receive any other system notifications.

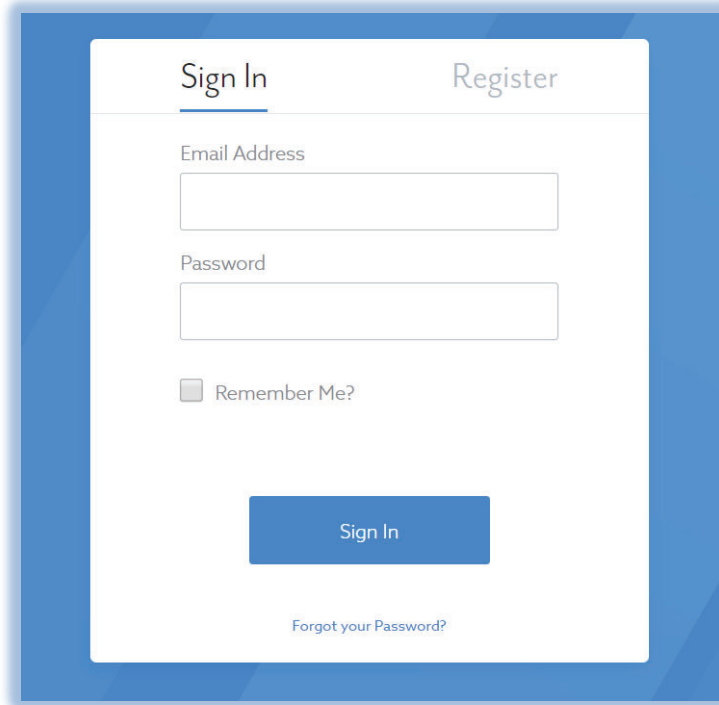


The image shows a screenshot of a web form for registering an account. The form is titled "Sign In" and "Register", with "Register" being the active tab. It contains five input fields: "Email Address", "First Name", "Last Name", "Password", and "Re-enter Password". A blue "Continue" button is located at the bottom of the form.

Sign In	Register
Email Address	
<input type="text"/>	
First Name	
<input type="text"/>	
Last Name	
<input type="text"/>	
Password	
<input type="password"/>	
Re-enter Password	
<input type="password"/>	
<input type="button" value="Continue"/>	

## Logging In


Once your account has been registered, you may login (using the same link above) by entering the email address and password used during registration. By checking “Remember Me?”, your web browser will remember your email address for future logins (depending on browser and security settings).

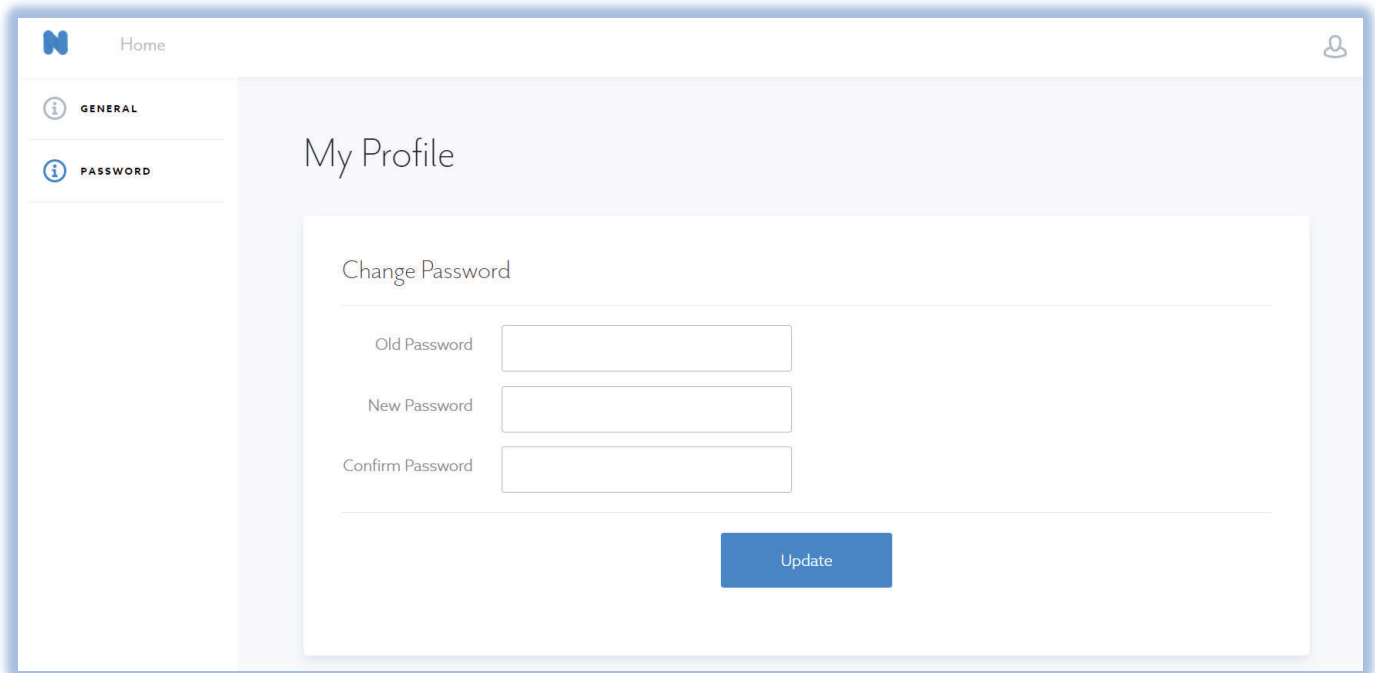

 A screenshot of a web form for signing in or registering. The form has two tabs: "Sign In" (active) and "Register". It contains two input fields: "Email Address" and "Password". Below the password field is a checkbox labeled "Remember Me?". At the bottom of the form is a blue "Sign In" button and a link that says "Forgot your Password?".

## Forgot your Password


If you forget your password, click on the link that says “Forgot your Password?” and follow the prompts to create a new password. For security purposes, the system will send an email to the registered email address with a link to reset your password

## Changing your Password

To change your password, log into the Application Portal. Click on the  icon on the top right corner of the screen, and select “My Profile”. Then select the Password option on the left side of the screen. For security purposes, you will be required to enter your Old Password before selecting a New Password.

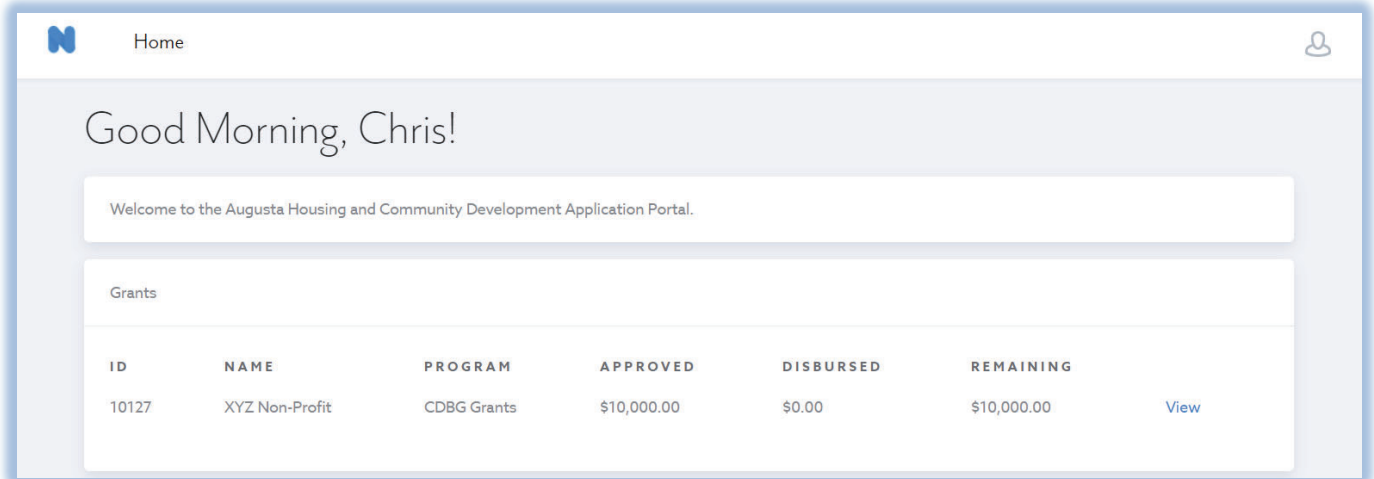


## Signing Out

To sign out (aka log out) of the system, click on the  icon on the top right corner of the screen and select "Sign Out".

## Managing your Grant account

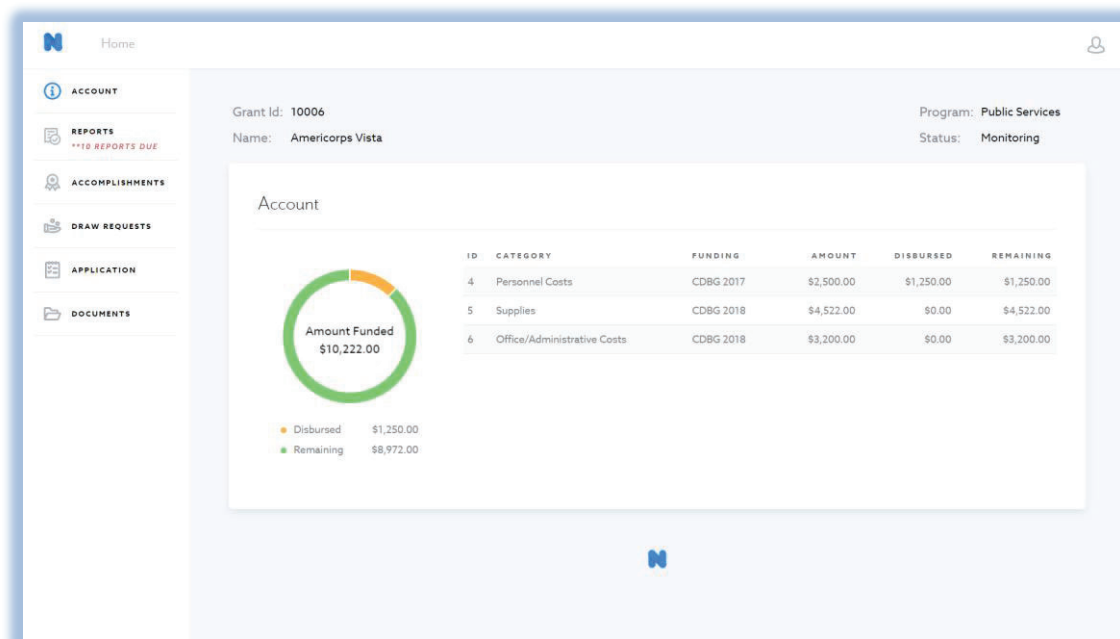
Upon logging in, you should see your grant account listed in the table of Grants. Click “View” to load the grant account screen.



The screenshot shows a user interface with a header "Home" and a greeting "Good Morning, Chris!". Below the greeting is a welcome message: "Welcome to the Augusta Housing and Community Development Application Portal." A section titled "Grants" contains a table with the following data:

ID	NAME	PROGRAM	APPROVED	DISBURSED	REMAINING	
10127	XYZ Non-Profit	CDBG Grants	\$10,000.00	\$0.00	\$10,000.00	<a href="#">View</a>

Once loaded, you’ll see the Grant account screen has 6 tabs: Account, Reports, Accomplishments, Draw Requests, Application and Documents. The Account screen is a summary of your Grant account, including the award amount, the funds disbursed, and the remaining account balance.



The Accomplishments screen provides a summary of Accomplishment data entered via Monthly and Annual Reports. Note that this screen is Read Only – accomplishment data can only be added/modified via the Monthly and Annual reports. Also note the scroll bar at the bottom of each section of Accomplishments to view multiple months.

Grant Id: 10006  
Name: Americorps Vista  
Program: Public Services  
Status: Monitoring

### Accomplishments


This tab is read-only. To make changes to Accomplishments, you must update the appropriate Report.

TOTAL NUMBER OF PERSONS ASSISTED	AUG 2017	SEP 2017	OCT 2017	NOV 2017	DEC 2017	JAN 2018	FEB
Total Number of Unique Persons Assisted this Month	20	6					

BENEFICIARIES - INCOME	AUG 2017	SEP 2017	OCT 2017	NOV 2017	DEC 2017	JAN 2018	FEB
Number of Extremely Low Income persons assisted (<30% AMI)	5	3		2	5	0	
Number of Low Income persons assisted (30%-50% AMI)	5	2		1	5	0	
Number of Moderate income persons assisted (50% - 80% AMI)	5	1		0	5	0	
Number of persons assisted who are NOT Low to Moderate Income	5			0	0	0	
<b>Totals</b>	<b>20</b>	<b>6</b>	<b>0</b>	<b>3</b>	<b>15</b>	<b>0</b>	

## Submitting a Draw Request

The Draw Requests allows you to request draws from your remaining account balance. The initial screen is a summary of any existing draw requests and disbursement data. To view an existing draw, click on the  icon to the right of the draw. To create a new draw, click the “Add a Draw” link.

Grant Id: 10006  
Name: Americorps Vista  
Program: Public Services  
Status: Monitoring

### Draw Requests

Requested \$1,250.00

- Disbursed \$1,250.00
- Pending \$0.00

ID	STATUS	DETAILS	REQUESTED DATE	REQUESTED AMOUNT	DISBURSED DATE	DISBURSED AMOUNT
3	Disbursed	Draw #1	6/7/2018	\$1,250.00	7/17/2018	\$1,250.00
4	Not Submitted	new draw	6/29/2018	\$0.00	N/A	N/A

Add a Draw

When requesting a draw, provide a brief description of the draw request, the amount requested by budget “Category”, and attach any supporting documents as necessary. The draw request will be forwarded to the entitlement jurisdiction for review and approval/denial. You can track the draw request review process by clicking on the “Workflow” tab.

Status: Not Submitted  
Amount Requested: \$0.00  
Date Requested: 6/29/2018  
Amount Approved: \$0.00

Request: Workflow (0 of 4)

**ACTION REQUIRED:** This draw request has NOT yet been submitted. In the form below, provide a summary of the draw request, enter the amount requested by category, upload any supporting documentation, and then click Submit.

**SUMMARY**

new draw

**DOCUMENTATION**

Upload File

**DETAILS**

CATEGORY	ORIGINAL AMOUNT	- OTHER DISBURSEMENTS	= AVAILABLE BALANCE	AMOUNT REQUESTED
Personnel Costs CDBG 2017	\$ 2,500.00	\$ 1,250.00	\$ 2,500.00	\$ 0.00
Supplies CDBG 2018	\$ 4,522.00	\$ 0.00	\$ 4,522.00	\$ 0.00
Office/Administrative Costs CDBG 2018	\$ 3,200.00	\$ 0.00	\$ 3,200.00	\$ 0.00
<b>Totals</b>	<b>\$ 10,222.00</b>	<b>\$ 1,250.00</b>	<b>\$ 8,972.00</b>	<b>\$ 0.00</b>

## Completing Monthly/Quarterly/Annual Reports

The Reports tab will indicate if any reports are Due or Past Due. Once you click into the Reports section, you'll see a summary of reports, including tabs for Monthly, Quarterly and/or Annual Reports.

PERIOD	DUE DATE	STATUS	# FILES	SUBMITTED BY	ACTION
Jan 2017	2/15/2017	Complete	0	chris.behm@neighborlysoftware.com 3/22/2018 3:00:26 PM	
Feb 2017	3/15/2017	Complete	0	jason.rusnak@neighborlysoftware.com 5/22/2018 6:39:40 AM	
Mar 2017	4/15/2017	Complete	0	chris.behm@neighborlysoftware.com 7/18/2018 11:23:56 AM	
Apr 2017	5/15/2017	Past Due	0		Start
May 2017	6/15/2017	Past Due	0		Start
Jun 2017	7/15/2017	Past Due	0		Start
Jul 2017	8/15/2017	Past Due	0		Start
Aug 2017	9/15/2017	Past Due	0		Start
Sep 2017	10/15/2017	Past Due	0		Start
Oct 2017	11/15/2017	Past Due	0		Start
Nov 2017	12/15/2017	Past Due	0		Start

Click into a report by clicking the icon to the right of the report, or start a new report by clicking the “Start” link. Note that Reports are not available to be started/completed until the reporting period has passed.

Once inside a report, you will see multiple tabs depending on your grant program. Usually there are at least 3 tabs – one for reporting Goal progress, one for Accomplishment data and one to certify and Submit. Complete each tab by clicking the Complete and Continue link at the bottom of the screen. You may also Save your work to return to the report at a later date. The report is not Complete and Submitted until all tabs are individually marked Complete.

# City of Rock Island

## CDBG Subrecipient File Checklist

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### Community Development Department

**Purpose:** This checklist is intended to assist subrecipients and City staff with maintaining organized program files and required CDBG documentation.

Organization Name		Program Year	
Program Type		Reviewer	

#### Tab 1 – Agency Information

Required Document	Included	Notes
Authorized Signature Page	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Program Staff Sheet	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Succession Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Subrecipient File Checklist	<input type="checkbox"/> Yes <input type="checkbox"/> No	

#### Tab 2 – IDIS Data

Required Document	Included	Notes
Quarter 1 Reporting	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Quarter 2 Reporting	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Quarter 3 Reporting	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Quarter 4 Reporting	<input type="checkbox"/> Yes <input type="checkbox"/> No	

#### Tab 3 – Monitoring

Required Document	Included	Notes
Risk Assessment	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Supporting Documents	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Onsite Monitoring Form	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Monitoring Letter	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Follow-Up Letter (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Audit Documentation	<input type="checkbox"/> Yes <input type="checkbox"/> No	

#### Tab 4 – Agreement

Required Document	Included	Notes
Executed Agreement	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Agreement Amendments	<input type="checkbox"/> Yes <input type="checkbox"/> No	

SAM.gov Debarment Check	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Environmental Review	<input type="checkbox"/> Yes <input type="checkbox"/> No	
National Objective Documentation	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Tab 5 – Program Documents

Required Document	Included	Notes
Application	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Certificate of Existence	<input type="checkbox"/> Yes <input type="checkbox"/> No	
501(c)(3) Documentation	<input type="checkbox"/> Yes <input type="checkbox"/> No	
By-Laws	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Financial Documents	<input type="checkbox"/> Yes <input type="checkbox"/> No	
IRS Form 990	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Internal Control Checklist	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Grievance Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Procurement/Purchasing Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Nondiscrimination Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Conflict of Interest Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Certification Page	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Submission Documents	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Certificate of Insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Surveys (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Tab 6 – Communication

Required Document	Included	Notes
Notice to Proceed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
One-on-One Meeting Agenda	<input type="checkbox"/> Yes <input type="checkbox"/> No	
General Communication Records	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Closeout Letter	<input type="checkbox"/> Yes <input type="checkbox"/> No	

This checklist should be maintained in the official subrecipient monitoring file and updated throughout the program year.