

**KAY IVEY**  
GOVERNOR



**KENNETH W. BOSWELL**  
DIRECTOR

**STATE OF ALABAMA**

April 13, 2020

MEMORANDUM

TO: Interested Parties

FROM: Shabbir Olia   
CED Division Chief

SUBJECT: Community and Economic Development (CED) Division's Guidance  
on CDBG Grant Program Desktop Monitoring

In an attempt to maintain as much normalcy as possible with the CDBG project management, the CED Division will allow the grant recipients to submit for desk review their CDBG monitoring checklists which are normally used by the CDBG program supervisors during onsite monitoring. Please understand that this process is effective immediately but is voluntary for grantees, and it shall remain in place until such time when the Governor's "stay at home" order is lifted and the CDBG Program staff can return to regular in-office work hours.

To facilitate desktop monitoring, it will be necessary for the grant administrators to complete in their entirety all relevant checklists, sign each individual checklist, and submit a scanned copy via email to the program supervisor. Information provided in the checklists must be fully backed by full and complete documentation in the files. Because most – if not all – public offices (such as city halls and court houses) are currently closed for regular business, ADECA recognizes the difficulty in obtaining documents which are normally housed at such locations. For that reason, ADECA currently is not requiring any scanned copies of the documents. However, ADECA may ask for such documents at a later date or at the project's closeout. The CDBG monitoring checklists are available on the ADECA website at [www.adeca.alabama.gov](http://www.adeca.alabama.gov) at the "Current Forms and Sample Documents" section's "Compliance Checklists" subsection. Below is a list of relevant monitoring checklists:

1. **Citizen Participation checklist**
2. **Environmental checklist**
3. **Fair Housing, Equal Opportunity, Civil Rights checklist**
4. **Professional Services checklist(s)**
5. **Common Rule / Financial Management checklist**

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- 6. Bidding and Contracting checklist**
- 7. Labor checklist**
- 8. Housing Rehabilitation checklist** (for Housing Rehab. projects)
- 9. Jobs / Economic Development checklist** (for ED projects)
- 10. Demolition checklist** (for Demolition and Clearance projects)
- 11. Land Acquisition checklist**
- 12. Planning checklist** (for Planning projects).

Once the ADECA program supervisor receives these checklists via email, they will review the checklists for accuracy and completeness. When the project's monitoring checklists have been approved by the CED Division Chief, the local grant administrator will be sent an email confirming that the checklists were received, reviewed, and approved by the CED Division. A paper version of a monitoring results letter will not be mailed from ADECA, as the emailed communication from ADECA's CED Division shall constitute ADECA's monitoring results communication. Please print out ADECA's emailed monitoring results communication and place it in the program file on your project.

Thank you for your attention to this matter. Please call me or call your program supervisor with any questions you have. And note that the staff have forwarded their office telephone numbers to their personal cell phones so as to maintain open lines of communication.

SAO:KAR