

DESK MONITORING

CDBG FILE SUMMARY SHEET

GENERAL PROJECT AND CONTACT INFORMATION

Grant #	CFDA#	
Grantee:	Grantee/PJ Activity ID	
Project Title:	Program Year:	
IDIS Activity Name:	IDIS Activity ID:	
IDIS Project ID:	IDIS Activity Category:	
IDIS Initial Funding Date:	Grant Amount:	Grant Term:

GRANTEE PROJECT CONTACT

Name	Title	Phone Number	Email Address

PROJECT FILE DOCUMENTATION

Documents	Check if N/A	Date	Comments
Final Budget			
Eligibility Analysis			
Risk Analysis			
Environmental Review			
Contract			
Monitoring			
Affirmative Marketing Plan			
Language Assistance Plan			
504 Assessment/Transition Plan			

Annual Narrative Report			
Financial Statement/Audit			
Org Chart			
Policies and Procedures			
Certification of Liability Insurance			
W-9			
Signature Authority			
Other: Hourly Billing Determination			
Other: Personnel Summary			
Other: Job Description			

MONTHLY REPORTS	SUBMITTED ON TIME? Y/N		"REIMBURSEMENT SUBMITTED ON-TIME"	COMMENTS
October	Y	N		
November	Y	N		
December	Y	N		
January	Y	N		
February	Y	N		
March	Y	N		
April	Y	N		
May	Y	N		
June	Y	N		
July	Y	N		
August	Y	N		
September	Y	N		



MONITORING AND COMPLIANCE, CITY OF BOISE

CALL: 208-570-6843

EMAIL: monitoring@cityofboise.org