
GRANTEE'S ACKNOWLEDGEMENTS & CERTIFICATIONS FOR MONITORING AND AUDIT

*Instructions: This form contains several acknowledgements, warrants, and certifications relating to various aspects of the CDBG Monitoring and SBOA Audit. The form **must be completed by the Grant Administrator and signed by the GA and the Chief Elected Official and provided to CDBG Monitor as part of the monitoring process.***

General Information

Grantee: _____ Grant #: _____ Date: _____

Chief Elected Official Name & Title: _____

Grant Administrator & Firm Name: _____

For each affirmation/acknowledgement statement place a checkmark in the box corresponding to the Grantee's response. If responding "No", a written response must be provided for each "No" response on Page 2 of this form.

Affirmations, Acknowledgements, & Certifications	Yes	No
1. Grantee/Sub-Recipient affirms they are an Equal Opportunity Employer when advertising job vacancies (for non-elected positions).		
2. Grantee/Sub-Recipient affirms no Equal Employment Opportunity complaints have been filed against is within the past five (5) years.		
a. If complaints have been filed, Grantee/Sub-Recipient confirms all complaints have been satisfactorily resolved. <i>If affirming "Yes" to Statement 2, leave response on this line blank.</i>		
3. Grantee has ensured that no conflict of interest, real or apparent, exists with respect to any contract supported by CDBG funds (24 CFR 570.611).		
4. Grantee is fully aware that the CDBG-assisted facility must continue to be used for its intended purpose for five years from the date of closeout.		
5. Grantee fully understands the reversion requirement of CDBG funds for facilities which failed to meet the national objective or failed to retain the intended end use for a minimum of five (5) years after closeout.		
6. Grantee affirms no citizen complaints were received throughout the life of the project.		
a. If citizen complaints were lodged, Grantee confirms it made every effort to resolve the citizen complaints within a reasonable time. <i>If affirming "Yes" to Statement 6, leave response on this line blank.</i>		
7. Grantee acknowledges the Notification of Single Audit Annual form is to be submitted within 60 sixty days of the fiscal year end.		
8. Grantee acknowledges it is their responsibility to submit a copy of SBA's audit report to Grant Services if indicated on the Notification of Single Annual Audit form.		

Comments & Clarification

Use the below provided space to provide written response and clarification for any statements in which you responded "No".

Grantee's Certifications

Grantee hereby certifies that all activities undertaken with funds provided under the grant agreement identified above have, to the best of my knowledge, been completed in accordance with the grant agreement; and that every statement of acknowledgement, affirmation, and certification contained herein is, to the best of my knowledge, true and correct.

Chief Elected Official

Grant Administrator

Signature

Signature

Date

Date