

<b>Contract Compliance Monitoring and Review Checklist of Documents</b>			
Date: _____			
By: _____			
Item	Reviewed	In Compliance	Non Compliance/Issues
Vendor or Delegate Agency Documents			
<b>A. Corporate Documents</b>			
1. Articles of Incorporation and any amendments thereto			
2. Bylaws and any amendments thereto			
3. Good Standing Certificate			
4. Minutes of meetings of Board of Directors for past two years			
5. List of any subsidiaries or affiliates			
6. List of Officers and Board membership with bio info., membership representation and terms of office			
7. Board Conflicts of Interest Policy and list any benefits that Board members receive			
8. Neighborhood Advisory Committee (if applicable) meeting minutes; or Policy Council minutes			
9. Annual Meetings and verification of adequate notification and full opportunity for meaningful participation of the community in Board meetings and elections			
<b>B. Charitable Status Documents</b>			
1. Form 1023 Exempt Status Application			
2. Section 501 (c)(3) Determination Letter			
3. Any letters from IRS re status as an exempt organization			
4. Federal Tax Returns (Form 990) for past year			
5. Federal Unrelated Business Income Returns for past year (if any) (Form 990-Ts)			
6. Notices of audit or communications re an audit by IRS, or from IRS questioning exempt status of Borrower.			
7. Has the Board adopted a Conflicts of Interest policy? Provide evidence of this.			
8. Certificate of Exemption from Sales Tax			
9. Certifications regarding debarment, suspension, anti-lobbying			

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<b>C. Personnel</b>			
1. Wage and Salary Scale.			
2. Drug Free Work Place Policy			
3. Smoke Free Workplace Policy			
4. First Source Employment Agreement			
5. Statement of Compliance with EEO Act			
6. Statement of Compliance with ADA Act inclusive of Appendix D			
7. Organization Chart			
8. Job Descriptions for CSBG /HS funded positions			
9. Human Resources Policy Manual			
10. Collective bargaining agreements or union contracts			
11. Employee Conflicts of Interest Policies			
<b>D. Litigation and Regulatory Matters</b>			
1. List of all litigation pending against vendor/Delegate			
2. List of any pending regulatory or other investigations concerning vendor/Delegate			
<b>E. Insurance and Miscellaneous</b>			
1. Certificate of Insurance for Comprehensive General Liability with additional insured, if any, and property and if available Director's and Officer's Liability Insurance			
2. Proof of Bonding			
3. Property Inventory			
4. Procurement Policy			

**Attachment of written report on each of the items above is included by the monitor.**