

Nevada Governor's Office of
ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT

GRANTEE RECORD KEEPING: FILE ORGANIZATION

Project Application

- _____ Application – as submitted to GOED
- _____ Amendments and revisions to the application
- _____ Copy of Housing and Community Development Needs Assessment
- _____ Copy of public hearing and other notices
- _____ Minutes of public meetings
- _____ Citizen inquiries, complaints and correspondence regarding citizen concern
- _____ Relevant correspondence

Financial Management

- _____ Notice of Grant Award and corresponding letters
- _____ Grant Award Extension(s) and corresponding letters
- _____ Current Budget/Budget Revisions
- _____ Notice to Proceed
- _____ Certification Letter (authorizes signatures for draws)
- _____ Request first Draw within nine (9) months of award
- _____ Extension(s) to first Draw deadline
- _____ Draw Requests with corresponding invoices or proof of expenditure
- _____ Copies of checks or direct deposit advices from GOED
- _____ Copies of checks or warrant advices to sub-recipients
- _____ Copy of most recent audit report (Single Audit Act)
- _____ Final financial summary
- _____ Audit/disallowed cost certification if appropriate
- _____ Relevant correspondence

Environmental Review Record

- _____ Project description and map
- _____ Letter of exemption if applicable
- _____ Letters to and responses from reviewing agencies
- _____ Evidence of attempts to mitigate if applicable
- _____ Categorical Exclusion Statutory worksheets or Environmental Assessment worksheets
- _____ Separate Finding of No Significant Impact (FONSI)
- _____ Separate Notice of Intent/Request Release of Funds (NOI/RROF)
- _____ Combined FONSI-NOI/RROF
- _____ Record of comments received from the public
- _____ Request for Release of Funds (RROF)
- _____ Authority to Use Grant Funds
- _____ Relevant Correspondence

Bid Process/Contract Management

- _____ Final wage decision from CDBG for inclusion in bid document
- _____ Evidence/minutes of pre-bid conference if held
- _____ Bid package with correspondence confirming CDBG review and approval
- _____ Advertisement for bids
- _____ Evidence of RFQ/RFP process for professional service providers
- _____ Evidence of bid opening date and process
- _____ Bid tabulation from bid opening date
- _____ Evidence of County/City contractor selection process
- _____ Debar correspondence relating to eligibility checks on contractors, sub-contractors and professional service providers
- _____ Evidence/minutes from preconstruction conference
- _____ Copy of signed bid/contract by successful bidder
- _____ Copies of signed certifications from contractors and subcontractors
- _____ SAM.gov MUST BE INCLUDED IN BID DOCUMENTS
- _____ Relevant correspondence

Labor Standards

- _____ Correspondence regarding wage rates from GOED
- _____ Evidence of 10 day wage check and locked-in wage rates
- _____ Wage Rate Comparison Worksheets for contractor and subcontractors
- _____ Request for additional classifications
- _____ Weekly payrolls signed by contractor and subcontractors, checked and signed by grantee
- _____ Employee interview reports
- _____ Documentation of any complaints/violations
- _____ Documentation of resolution of complaints
- _____ Restitution documentation, if applicable
- _____ Final Wage Compliance Report
- _____ Minority Business Enterprise Reports
- _____ Section 3 Workforce Breakdown Report
- _____ Grantee's Notification of Contracts and Subcontracts Awarded
- _____ Relevant correspondence

Economic Development

- _____ Correspondence related to Public Benefit declaration
- _____ Employer's certification of job creation/retention
- _____ Employee's certifications of household income (from employer at time of recruitment)
- _____ Monthly payrolls from employer to verify continuity of LMI/FTE jobs
- _____ Proof of DUNS number(s) of business(s) assisted
- _____ Evidence of whether the employer provides health insurance for employees
- _____ Monthly summary record of jobs created/retained by employer
- _____ Relevant correspondence

General Fair Housing/Equal Opportunity

- _____ Annual Participation Statement or Grant Agreement
- _____ City/County Personnel Policies
- _____ City/County Affirmative Action Plan
- _____ Citizen Participation Plan
- _____ Grievance Policy
- _____ Fair Housing Policy or Ordinance
- _____ Documentation of action taken to affirmatively further fair housing
- _____ Section 504: Non-discrimination of Basis of Disability/Handicapped Access Plan
- _____ Section 3 Plan & Evidence of Efforts (ex. Maintained lists)
- _____ Anti-Displacement Plan
- _____ Prohibiting Use of Excessive Force Policy
- _____ Categorization of County/City workforce/employees (EEOC)
- _____ Copy of the Nevada Equal Rights Commission Handbook
- _____ Limited English Proficiency/LAP
- _____ Relevant correspondence

Project Control/Monitoring

- _____ Project Benefits Report
- _____ Monitoring reports and correspondence from GOED
- _____ Relevant correspondence