

Project _____ Date _____

CDBG Grant Number _____

Record Keeping – Files

Responsible Person	Task	Date Completed
	Application	
	Financial Management	
	Citizen Participation	
	Environmental Review Record	
	Labor Standards	
	Fair Housing/Equal Opportunity (general)	
	Project Reports	
	Correspondence	

Reports

Responsible Person	Task	Date Completed
	Quarterly Program Report	
	Minority Business Enterprise (MBE) Report	
	Grantee Notification of Contracts & Subcontracts Awarded Form	
	Final Wage Compliance Report	
	Project Benefits Report	

Financial Management

Responsible Person	Task	Date Completed
	Complete Drawdowns	
	Monthly Financial Status Reports	
	Financial Records (ledgers, journals)	
	Source Document (invoices, checks, contracts)	
	Budget Revisions	

Environmental Review

Responsible Person	Task	Date Completed
	Prepare map and project description	
	Send letters to agencies	
	Send Statutory Worksheet to GOED	
	Receives Notice to Proceed from GOED	

CDBG Project Responsibilities Checklist (Cont.)

Contracting

Responsible Person	Task	Date Completed
	Secure wage rate from GOED	
	Prepare bid document, including: labor standards requirements; civil rights requirements; other CDBG requirements; technical specifications	
	Advertise for bids	
	Begin efforts to secure participation of disadvantaged businesses	
	Check with GOED 10 days before bid opening re: wage rates	
	Bid opening	
	Debar contractors/subcontractors with GOED	
	Contract Award	
	Pre-construction conference: minutes; all certifications signed	
	Secure weekly payroll reports	
	Review weekly payroll reports	
	Contractor compliance monitoring: construction inspections; employee interviews (labor); review site interviews	
	Restitution	
	Final Wage Compliance Report	

Other Responsibilities

Responsible Person	Task	Date Completed