

Project \_\_\_\_\_ Date \_\_\_\_\_

CDBG Grant Number \_\_\_\_\_

**Record Keeping – Files**

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

**Reports**

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

**Financial Management**

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

**Environmental Review**

<b>Responsible Person</b>	<b>Task</b>	<b>Date Completed</b>
	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**

<b>Responsible Person</b>	<b>Task</b>	<b>Date Completed</b>
	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**

<b>Responsible Person</b>	<b>Task</b>	<b>Date Completed</b>