

## GRANT FILE CHECKLIST

### PROJECT APPLICATION

- \_\_\_\_\_ Zoom Grants Application
- \_\_\_\_\_ Copy of proof of publication or posting
- \_\_\_\_\_ Minutes of (3) public meetings (dates of meetings)
- \_\_\_\_\_ Citizen inquiries, complaints, and correspondence regarding citizen concern (if any)
- \_\_\_\_\_ Letters of Commitment on secured funds/unsecured funds
- \_\_\_\_\_ Economic Development Matrix
- \_\_\_\_\_ RDA Letter of Support
- \_\_\_\_\_ Signed Method of Distribution
- \_\_\_\_\_ Relevant correspondence

### GRANT AGREEMENT/AMENDMENTS

- \_\_\_\_\_ Signed Grant Agreement
- \_\_\_\_\_ Governor's Letter
- \_\_\_\_\_ Directors Letter
- \_\_\_\_\_ Request for Extensions
- \_\_\_\_\_ Signed Grant Amendment
- \_\_\_\_\_ Signed Grant Close Out Letter
- \_\_\_\_\_ Relevant correspondence

### ENVIRONMENTAL REVIEW

### Exempt

### CENST

### CEST

### EA

- \_\_\_\_\_ 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
- \_\_\_\_\_ 8 step flood plain process (proof of publication)
- \_\_\_\_\_ Separate Finding of No Significant Impact (FONSI) (proof of publication/posting)
- \_\_\_\_\_ Separate Notice of Intent/Request Release of Funds (NOI/RROF) (proof of publication/posting)
- \_\_\_\_\_ Combined FONSI-NOI/RROF (proof of publication/posting)
- \_\_\_\_\_ Record of comments received from the public
- \_\_\_\_\_ Request for Release of Funds (RROF)
- \_\_\_\_\_ Level of Environmental Review Determination
- \_\_\_\_\_ Notice to Proceed
- \_\_\_\_\_ Authority to Use Grant Funds
- \_\_\_\_\_ Relevant Correspondence

## GRANT FILE CHECKLIST

### DRAW REQUEST

- \_\_\_\_\_ Certification Letter (authorizes signatures for draws)
- \_\_\_\_\_ Request first Draw within nine (9) months of award
- \_\_\_\_\_ Extension(s) to first Draw deadline and approval from CDBG Program Administrator
- \_\_\_\_\_ Draw Requests with corresponding invoices and proof of expenditure
- \_\_\_\_\_ Copies of canceled checks (front and back) or warrant to sub-recipients
- \_\_\_\_\_ Copies of checks or direct deposit from GOED
- \_\_\_\_\_ Copy of most recent audit report (Single Audit Act)
- \_\_\_\_\_ Final payment made
- \_\_\_\_\_ Final Financial Summary
- \_\_\_\_\_ Relevant correspondence

### QUARTERLY REPORTS

1 <sup>st</sup>	7/1/____	9/30/____	7/1/____	9/30/____	7/1/____	9/30/____
2 <sup>nd</sup>	10/1/____	12/31/____	10/1/____	12/31/____	10/1/____	12/31/____
3 <sup>rd</sup>	1/1/____	3/31/____	1/1/____	3/31/____	1/1/____	3/31/____
4 <sup>th</sup>	4/1/____	6/30/____	4/1/____	6/30/____	4/1/____	6/30/____

\_\_\_\_\_ Relevant correspondence

### PROCUREMENT

- \_\_\_\_\_ RFP/RFQ sent to CDBG Program Administrator
- \_\_\_\_\_ Correspondence confirming CDBG Program Administrator review and approval
- \_\_\_\_\_ Advertisement for bids Proof of Publication/Posting sent to CDBG Program Administrator
- \_\_\_\_\_ Final RFP/RFQ sent to CDBG Program Administrator
- \_\_\_\_\_ All proposals sent to CDBG Program Administrator
- \_\_\_\_\_ Interviews sent to CDBG Program Administrator
- \_\_\_\_\_ Debar sent to CDBG Program Specialist
- \_\_\_\_\_ Contract sent to CDBG Program Administrator
- \_\_\_\_\_ Minutes approving consultant sent to CDBG Program Administrator
- \_\_\_\_\_ Micro Purchase supplies and services under \$10,000 proof that price is fair and reasonable
- \_\_\_\_\_ Small Purchase over \$100,000 proof of advertising
- \_\_\_\_\_ Small Purchase \$50,000-\$100,000 proof of requests for bids/quotes and responses
- \_\_\_\_\_ Small Purchase under \$50,000 proof of request quotes and responses
- \_\_\_\_\_ Relevant correspondence

## GRANT FILE CHECKLIST

### **CONSTRUCTION**

- \_\_\_\_\_ Bid document sent to CDBG Program Administrator
- \_\_\_\_\_ Correspondence confirming CDBG review and approval
- \_\_\_\_\_ Correspondence of request and Final wage decision from CDBG Program Specialist to include in Bid
- \_\_\_\_\_ Proof of Publication/Posting
- \_\_\_\_\_ Evidence of 10-day wage check and locked-in wage rates
- \_\_\_\_\_ Evidence/minutes of pre-bid conference if held
- \_\_\_\_\_ Evidence of bid opening date and process
- \_\_\_\_\_ Bid tabulation from bid opening date
- \_\_\_\_\_ Evidence of County/City contractor selection process
- \_\_\_\_\_ Correspondence relating to Debars on contractors, sub-contractors
- \_\_\_\_\_ Approved Wage Rate Comparison Worksheets for contractor and subcontractors
- \_\_\_\_\_ Agenda and minutes from preconstruction conference
- \_\_\_\_\_ Copy of signed bid/contract by successful bidder
- \_\_\_\_\_ Copies of signed certifications from contractors and subcontractors
- \_\_\_\_\_ Request for additional classifications if needed
- \_\_\_\_\_ 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
- \_\_\_\_\_ BABA Certification
- \_\_\_\_\_ Section 3 Workforce Breakdown Report
- \_\_\_\_\_ Grantee's Notification of Contracts and Subcontracts Awarded
- \_\_\_\_\_ Relevant correspondence

**ALL CONSTRUCTION DOCUMENT MUST BE SENT TO CDBG STAFF**

### **MONITORING/CLOSING DOCUMENTS**

- \_\_\_\_\_ Project Benefits Report
- \_\_\_\_\_ Audit/Disallowed Cost Certification
- \_\_\_\_\_ Monitoring Checklist
- \_\_\_\_\_ Monitoring letter
- \_\_\_\_\_ Relevant correspondence

## GRANT FILE CHECKLIST

### **FAIR HOUSING/EQUAL OPPORTUNITY/CITIZEN PARTICIPATION**

- \_\_\_\_\_ City/County Personnel Policies
- \_\_\_\_\_ City/County Affirmative Action Plan
- \_\_\_\_\_ Citizen Participation Plan
- \_\_\_\_\_ Grievance Policy
- \_\_\_\_\_ Fair Housing Policy or Ordinance
- \_\_\_\_\_ Documentation of action taken to achieve 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

\*CDBG WILL REQUEST DOCUMENTS EVERY 3 YEARS