

GRANT FILE CHECK LIST

Sub recipient

Project Name

Completed application for assistance

Staff evaluation and scoring

Eligible Activities (list HCDA Section 105(a))

National objective (s):

Area Benefit:

LMI - boundaries of service area

LMI - income characteristics of persons in service area
(% LMI)

Evidence to support predominant users would be LMI
persons

LMI benefit - multifamily:

Local income guidelines established

System to monitor rent charged

Total units to be developed/rehabbed

% of units to be rented to LMI households

LMI benefit - single family rehab/reconstruction:

Number of units to be rehabbed

Income characteristics of area

Number of units to be rehabbed for LMI households

Amount spent on each rehabbed unit for LMI households

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<input type="checkbox"/> Job creation: Commitment to make at least 51% of jobs available to LMI persons	
Job title listing of employees	<hr/>
Listing by job title of total permanent jobs to be created	<hr/>
Evidence supporting total number of jobs	<hr/>
Evidence that LMI persons will receive first consideration for jobs	<hr/>
LMI persons hired	<hr/>
Description of how LMI status was determined	

<input type="checkbox"/> Elimination of slums and blight: Area boundaries	
Description of how area met requirements	<hr/>
<input type="checkbox"/> Urgent need: Description of conditions	<hr/>
Timing	<hr/>
Evidence that activity is eligible	<hr/>
Evidence that other financial resources were not available	

<input type="checkbox"/> Tie to the storm	<hr/>
<input type="checkbox"/> Evidence that Duplication of Benefits Analysis completed	<hr/>
Federal regulatory requirements (check all that apply): Appropriate environmental review record completed and documentation is in file	

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Labor standards (if Davis Bacon applies wage determination is in file)	
Review of sub recipient compliance with certified payrolls, on site interviews, wage rates documented	
Section 3 plan received	
Section 3 reporting up to date	
Fair Housing Marketing Plan submitted (if required)	
MBE/DBE/WBE contracting plan in place and reports filed	
Documentation that Civil Rights compliance of recipients has been reviewed	
Records indicating complaints received and how resolved	
Actions taken by sub recipient to affirmatively further fair housing	
Compliance with Uniform Relocation Act requirements	

Record Keeping and Reporting:	
Files complete and well organized	
DRGR reporting up to date and accurate	
QPRs submitted correctly and timely	
Financial Management:	
Procurement policies and procedures acceptable	
Documentation of procurements reviewed and acceptable	
Budget reviewed - costs necessary and reasonable (documentation)	
Audit standards in OBM Circular A-133 met	

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Review of sub recipient financial management and record keeping procedures:	
Review of sub recipient financial management and record keeping procedures:	
Reviewed procedure for processing invoices including sufficiency of back up documentation	
Evidence that sub recipients direct and indirect costs have been reviewed and are acceptable	
If sub recipient has insurance and bonding requirements are they sufficient and being adhered to	
Program income requirements - sources, amounts, tracking	
Contracts between sub recipient and contractors, developers, etc. - reviewed for form and substance	
Adherence to draw down procedures, including timing of disbursements	

Grant closeout requirements:	
Procedures for closeout	
Copies of performance and financial reports - timely and complete	
Final audit and accounting reports	
Description of procedures to resolve audit findings	
Written notification to sub recipients if closeout results from non-compliance	