**GRANT FILE CHECKLIST**

**THIS FORM IS A CHECKLIST TO BE USED (REGARDLESS OF WHERE DOCUMENT IS HOUSED) TO ENSURE EACH ITEM HAS BEEN RECEIVED, REVIEWED AND IS ACCEPTABLE.**

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| REGION |  | UGLG |  |
| INC # |  | COUNTY |  |
| IDIS # |  | PROJECT TITLE |  |
| GRANT # |       | INITIATIVE |  |
| AMOUNT | **$**  | NATL OBJ |  |
|  | GRANT TERM |  to extended to ,  |

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| **BOXFILE****LINKSF** | **DATE** | **INITIALS** |  | **1 - APPLICATION** |
|       |       |       | 1 | UGLG HUD Denial Printout  |
|       |       |       | 2 | UGLG SAM Printout  |
|       |       |       | 3 | Competitive Score Sheets  |
|       |       |       | 4 | **Application and Attachments** |
|       |       |       | [ ]  Application  |
|       |       |       | [ ]  Appraisal (for acquisitions)  |
|       |       |       | [ ]  Architectural Renderings  |
|       |       |       | [ ]  Blight Resolution, UGLG (if Area Blight)  |
|       |       |       | [ ]  Building Inspector letter (if Spot Blight)  |
|       |       |       | [ ]  Community Development Plan  |
|       |       |       | [ ]  Cost Estimates  |
|       |       |       | [ ]  Engineering Plans or Specs  |
|       |       |       | [ ]  Historic letter (if Historic Blight)  |
|       |       |       | [ ]  Housing Attachment  |
|       |       |       | [ ]  Job Attachment  |
|       |       |       | [ ]  Map  |
|       |       |       | [ ]  Maintenance Plan  |
|       |       |       | [ ]  Project Budget  |
|       |       |       | [ ]  Public Hearing Notice  |
|       |       |       | 5 | **Background Check(s)** |
|       |       |       | completed on  (valid for 6 months)  |
|       |       |       | completed on  (valid for 6 months)  |
|       |       |       | completed on  (valid for 6 months)  |
|       |       |       | 6 | **11A, Initial Public Hearing**[ ]  Notice published date       [ ]  Hearing date       [ ]  Brief description OR approved or signed Minutes  |
|       |       |       | 7 | Application Review Tool  |

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| **BOXFILE****LINKSF** | **DATE** | **INITIALS** |  | **2 - MSF APPROVAL** |
|       |       |       | 1 | Letter of Interest/Offer Letter  |
|       |       |       | 2 | Company HUD Denial Printout  |
|       |       |       | 3 | Company SAM Printout  |
|       |       |       | 4 | Terms Sheet  |
|       |       |       | 5 | Financial Review Memo  |
|       |       |       | 6 | MSF Resolution  |
|       |       |       | 7 | CDBG Specialist's MSF Board Checklist, optional  |

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| **BOXFILE****LINKSF** | **DATE** | **INITIALS** |  | **3 - LEGAL AGREEMENTS & AMENDMENTS** |
|       |       |       | 1 | Grant Agreement, Transmittal Email  |
|       |       |       | 2 | Grant Agreement, executed  |
|       |       |       | 3 | Grant Amendments, Requests and Approvals  |
|       |       |       | Amendment # 1  **reason**  |
|       |       |       | Amendment # 2  **reason**  |
|       |       |       | Amendment # 3  **reason**  |
|       |       |       | Amendment # 4  **reason**  |
|       |       |       | Amendment # 5  **reason**  |
|       |       |       | Amendment # 6  **reason**  |
|       |       |       | Amendment # 7  **reason**  |
|       |       |       | Amendment # 8  **reason**  |

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| **BOXFILE****LINKSF** | **DATE** | **INITIALS** |  | **4 - ENVIRONMENTAL REVIEW** |
|       |       |       | 1 | **Exempt**[ ]  5A, Determination of Level of ER [ ]  5B, Finding of Exempt Activity [ ]  5E, Exempt Activities Determination Letter  |
|       |       |       | 1 | **CENST**[ ]  5A, Determination of Level of ER [ ]  5C, Finding of Cat Exclusion NOT Subject to [ ]  5E, Exempt Activities Determination Letter  |
|       |       |       | 1 | **CEST**[ ]  5A, Determination of Level of ER [ ]  5D, Finding of Cat Exclusion Subject to [ ]  5L, 8 Step Process .. Floodplain Management [ ]  5J, Early Notice .. Floodplain or Wetland [ ]  5K, Final Notice .. Floodplain or Wetland [ ]  5F, Statutory Checklist **and** supporting docs [ ]  Permit Information [ ]  5M, NOI to Request Release of Funds [ ]  5G, Request Release of Funds  |
|       |       |       | 1 | **EA** [ ]  5A, Determination of Level of ER [ ]  5L, 8 Step Process .. Floodplain Management [ ]  5J, Early Notice .. Floodplain or Wetland [ ]  5K, Final Notice .. Floodplain or Wetland [ ]  5F, Statutory Checklist **and** supporting docs  [ ]  5H, Env Assessment **and** supporting docs [ ]  Permit Information [ ]  5I, Combined Notice [ ]  5G, Request Release of Funds  |
|       |       |       | 2 | 5O, Environmental Review Checklist  |
|       |       |       | 3 | Request(s) to incur pre-agreement costs[ ]  Admin [ ]  Architecture [ ]  Engineering [ ]  Environmental Review [ ]  Lead and Asbestos Testing  |
|       |       |       | 4 | Release of Funds letter(s)[ ]  Admin [ ]  Architecture [ ]  Engineering [ ]  Environmental Review [ ]  Lead and Asbestos Testing [ ]  Grant Award  |

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| **BOXFILE****LINKSF** | **DATE** | **INITIALS** |  | **5 – PROCUREMENT AND CONTRACTING** |
|       |       |       | 1 | One-for-one replacement  |
|       |       |       | 2 | One-for-one checklist  |
|       |       |       | 3 | Relocation documents  |
|       |       |       | 4 | Relocation checklist  |
|       |       |       | 5 | Acquisition documents  |
|       |       |       | 6 | Acquisition checklist  |
|       |       |       | 7 | Procurement docs, incl professional contracts  |
|       |       |       | 8 | Fair Housing/Equal Opportunity documents  |

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| **BOXFILE****LINKSF** | **DATE** | **INITIALS** |  | **6 - PAYMENTS** |
|       |       |       | 1 | 8A, Payment Requests  |
|       |       |       | 2 | Payable Forms  |
|       |       |       | 3 | Recaptured Funds  |
|       |       |       | 4 | Interest Repayment  |

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| **BOXFILE****LINKSF** | **DATE** | **INITIALS** |  | **7 - REPORTING** |
|  | 1 | **1A, Project Progress Reports** Due Jan 15 Jul 15 |
|       |       |       |   | 1/1 – 06/30/      due 7/15/       |
|       |       |       |   | 7/1 – 12/31/      due 1/15/       |
|       |       |       |   | 1/1 – 06/30/      due 7/15/       |
|       |       |       |   | 7/1 – 12/31/      due 1/15/       |
|       |       |       |   | 1/1 – 06/30/      due 7/15/       |
|       |       |       |   | 7/1 – 12/31/      due 1/15/       |
|       |       |       |  | 1/1 – 06/30/      due 7/15/       |
|       |       |       |  | 7/1 – 12/31/      due 1/15/       |
|  | 2 | **2C, Job Creation/Retention Reports** Due Jan 15 Jul 15 |
|       |       |       |   | 1/1 – 06/30/      due 7/15/      IDIS ENTRY [ ]   |
|       |       |       |   | 7/1 – 12/31/      due 1/15/      IDIS ENTRY [ ]   |
|       |       |       |   | 1/1 – 06/30/      due 7/15/      IDIS ENTRY [ ]   |
|       |       |       |   | 7/1 – 12/31/      due 1/15/      IDIS ENTRY [ ]   |
|       |       |       |   | 1/1 – 06/30/      due 7/15/      IDIS ENTRY [ ]   |
|       |       |       |   | 7/1 – 12/31/      due 1/15/      IDIS ENTRY [ ]   |
|       |       |       |  | 1/1 – 06/30/      due 7/15/      IDIS ENTRY [ ]   |
|       |       |       |  | 7/1 – 12/31/      due 1/15/      IDIS ENTRY [ ]   |
|  | 3 | **Section 3 Metric Reports** Due Jul 15 |
|       |       |       |  | 7/1 – 06/30/      due 7/31/       |
|       |       |       |  | 7/1 – 06/30/      due 7/31/       |
|       |       |       |  | 7/1 – 06/30/      due 7/31/       |
|       |       |       |  | 7/1 – 06/30/      due 7/31/       |
|       |       |       |  | 7/1 – 06/30/      due 7/31/       |
|  | 4 | **Audit Metrics**UGLG FYto |
|       |       |       |  | FYE       received [ ]  Single Audit [ ]  8-C | SF ENTRY [ ]   |
|       |       |       |  | FYE       received [ ]  Single Audit [ ]  8-C | SF ENTRY [ ]   |
|       |       |       |  | FYE       received [ ]  Single Audit [ ]  8-C | SF ENTRY [ ]   |
|       |       |       |  | FYE       received [ ]  Single Audit [ ]  8-C | SF ENTRY [ ]   |
|       |       |       | 5 | Loan Performance Reports  |
|       |       |       | 6 | 9C, Section 3 Summary Reports construction contract > $100k |
|       |       |       | 7 | 8B1, Personal Property Management Reports  |
|       |       |       | 8 | 8B2, Real Property Management Reports  |

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| **BOXFILE****LINKSF** | **DATE** | **INITIALS** |  | **8 – MONITORING AND CLOSEOUT** |
|       |       |       | 1 | Monitoring Invite (to schedule onsite)  |
|       |       |       | 2 | 12A, Monitoring Checklist  |
|       |       |       | 3 | Monitoring documents, obtained during visit  |
|       |       |       | 4 | Monitoring Letter **SF MONITORING METRIC** **[ ]** |
|       |       |       | 5 | Grantee Response Letter  |
|       |       |       | 6 | Findings Resolved Letter **SF MONITORING METRIC** **[ ]** |
|       |       |       | 7 | **Closeout Review Worksheet and attachments** |
|       |       |       | 8 | 1A, FINAL Progress Report  |
|       |       |       | 9 | 2C, FINAL Job Creation/Retention Summary Report  |
|       |       |       | 10 | FINAL Section 3 Report  |
|       |       |       | 11 | **Monitoring Findings**[ ]  None [ ]  Yes, date resolved        |
|       |       |       | 12 | **11A, Closeout Public Hearing**[ ]  Notice published date       [ ]  Hearing date       [ ]  Brief description OR approved or signed Minutes  |
|       |       |       | 13 | Expense Ledger from project close-out |
|       |       |       | 14 | Audit Review performed by Finance (NA if all 8-Cs)  |
|       |       |       | 15 | 13A, Actions to Affirmatively Further Fair Housing  |
|       |       |       | 16 | 13C, Grant Award Decrease for Closeout  |
|       |       |       | 17 | 10R, FINAL Wage Compliance Report  |
|       |       |       | 18 | 8B1, FINAL Personal Property Management Report   |
|       |       |       | 19 | 8B2, FINAL Real Property Management Report  |
|       |       |       | 20 | Blight Clearance letter (from Building Inspector)  |
|       |       |       | 21 | Accomplishment Data - Verify systems match[ ]  SF (blight, area benefit = no SF entry)[ ]  IDIS  |
|       |       |       | 22 | Conditional Closeout[ ]  Certificate of Completion [ ]  SF [ ]  IDIS [ ]  Email letter and Certificate to Grantee  |
|       |       |       | 23 | Final Closeout[ ]  Certificate of Completion [ ]  SF [ ]  IDIS [ ]  Email letter and Certificate to Grantee  |

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| **BOXFILE****LINKSF** | **DATE** | **INITIALS** |  | **[ ]  Not Applicable****9 – CONSTRUCTION AND DBRA** |
|       |       |       | 1 | Evidence of updated wage rates  |
|       |       |       | 2 | 4P, Contract and Subcontract Activity Report, HUD-2516  |
|       |       |       | 3 | Contractor(s) HUD Denial Printout  |
|       |       |       | 4 | Contractor(s) SAM Printout  |
|       |       |       | 5 | Contracts, including bonds & insurance  |
|       |       |       | 6 | [ ]  10K Payroll, WH 347 (or similar) **AND**[ ]  10L, Payroll Review Worksheets  |
|       |       |       | 7 | 10-O, Record of Employee Interview, HUD-11  |
|       |       |       | 8 | 10R, Final Wage Compliance Report  |

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| **BOXFILE****LINKSF** | **DATE** | **INITIALS** |  | **[ ]  Not Applicable****10 – RENTAL REHABILITATION** |
|       |       |       | 1 | 2G, RR Project Checklist  |