**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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| **BOX FILE**  **LINK SF** | **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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| **BOX FILE**  **LINK SF** | **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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| **BOX FILE**  **LINK SF** | **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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| **BOX FILE**  **LINK SF** | **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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| **BOX FILE**  **LINK SF** | **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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| **BOX FILE**  **LINK SF** | **DATE** | **INITIALS** |  | **6 - PAYMENTS** |
|  |  |  | 1 | 8A, Payment Requests |
|  |  |  | 2 | Payable Forms |
|  |  |  | 3 | Recaptured Funds |
|  |  |  | 4 | Interest Repayment |

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| **BOX FILE**  **LINK SF** | **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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| **BOX FILE**  **LINK SF** | **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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| **BOX FILE**  **LINK SF** | **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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| **BOX FILE**  **LINK SF** | **DATE** | **INITIALS** |  | **Not Applicable**  **10 – RENTAL REHABILITATION** |
|  |  |  | 1 | 2G, RR Project Checklist |