

CDBG PROGRAM / PROJECT FILE CONTENT CHECKLIST

Program Year:

Subrecipient Name:

Program / Project:

Amount Allocated:

Initials	Supporting Documents	Date Completed	Notes
	Rubric form analyzing applicant		
	Copy of application		
	Activity Eligibility Form		
	National Objective Documentation		
	Environmental Documentation		
	For Capital Projects Only: Documentation showing the contractor is not debarred.		
	For Capital Projects Only: Documentation showing Davis-Bacon wage rate (if applicable)		
	For Capital Projects Only: Copies of City permits (if applicable)		
	Executed Contract, including Exhibit A (Statement of Work) and Insurance		
	Requests for Payment Information w/ Supporting Documentation		
	Exhibit B - Quarterly Report 1		
	Exhibit B - Quarterly Report 2		
	Exhibit B - Quarterly Report 3		
	Exhibit B - Quarterly Report 4		
	Exhibit C – Summary of Accomplishments		
	Monitoring Visit		
	Staff Report		
	Relevant correspondence		