



City of Happy Valley
Community Development Department
Public Service Grant Program

To: Happy Valley CDBG Subrecipients
From: Carol Corliss, Grant Administrator
Subject: Minimum Documentation – CDBG Activity Files
Date: June 12, 2019

Each subrecipient should use this checklist to assist in building HUD-compliant files for activities. Items listed with citations are required by Federal rule.

- National Objective Documentation [*§570.200(2)*] – Supplied by grantee
- Environmental Review Record [*§58.34(a)*] – Supplied by grantee
- Subrecipient Agreement [*§570.503(a)*]
 - Amendments

Subpart K Certifications:

- Fair Housing [*§570.601*]
- Anti-discrimination [*§570.602*]
- EEO [*§570.607*]
- ADA/Section 504 [*§570.614*]
- Others as required by the Subrecipient Agreement

§200 Certifications

- Closeout Certification [*§200.415(a)*]
- Cost Allocation Plan [*§200.415(b)*] – *if applicable*
- Nonprofit Certification [*§200.415(c)*] – *if applicable*
- Anti-Lobbying Certification [*§200.415(d)*]
- Self-certification – Procurement System [*§200.318(a)*]

Administrative Systems

- Articles of Incorporation/Bylaws
- IRS 501(c)3 letter
- Board of Directors Roster
- Authorization to request funds
- Organizational Chart
- Conflict of Interest Policy [*§200.318(c)(1)*]
- Non-Discrimination Policy [*§570.602 & 618*]

- Grievance/Termination Policies [*§570.607(a)*]
- Procurement Policy [*§200.318(a)*]
- Record Retention Policy [*§570.506*]
- Confidentiality Policy [*§200.303(e)*]
- Certifications of policy compliance

Financial Management Systems

- Most recent Audit (if federal expenditures exceed \$750,000)
 - Statement from CPA if federal expenditures do not exceed \$750,000
- Current Approved Budget
- Financial Status Report
- Chart of Accounts
- Documentation of Match
- Documentation of negotiated indirect cost rate (if applicable)
- Program Income Tracking ledger (if applicable)
- Payroll records – timesheets, salary schedule (if applicable)
- Payment Requests

Reimbursement

- Source documentation
- Backup Documentation

Advance

- Documentation supporting compliance with §200.305(b)(1) & (b)(2)

Client Documentation

- Dated HUD-Approved Income Chart
- Client Intake Forms
- Number of persons assisted (for non-housing activities)
 - Income
 - Race
 - Ethnicity
- Number of households assisted (for housing activities)
 - Income
 - Race
 - Ethnicity
 - Female Head of Household