

## **GRANTEE FILE**

### **ORGANIZATION-**

The establishment of files both electronic and a hard copy is critical to project success, monitoring and public review. Documentations to support compliance are mandatory! Continual updating of information will allow final monitoring to be successful. A general outline is listed below:

#### **1. APPLICATION/CONTRACT**

- a. Copy of Application
- b. Award Letter
- c. An executed copy of the grant contract between the grantee and the entitlement
- d. All approved amendments

#### **2. FINANCIAL MANAGEMENT FILE**

1. Monthly bank statements
2. A copy of the general ledger or equivalent
3. Documentation of expenditures including invoices and canceled checks
4. Proof of receipt of payments from MAG- copy of MAG checks
5. Deposit documentation of MAG fund receipts and bank deposit slips

#### **3. PROFESSIONAL SERVICES**

- a. Request for Proposal (RFP)
- b. Consultant contract
- c. An agreement for engineering or architectural services if a construction project

\*This file is required if CDBG funds are used to pay for the services.

#### **4. ENVIRONMENTAL REVIEW FILE**

- a. Environmental Review and supporting documents
- b. Environmental publications, if required
- c. Environmental Release letter from the County Environmental Review Officer
- d. Any miscellaneous correspondence, notes, etc.

#### **5. CONSTRUCTION and Labor Standards FILE\* (If applicable)**

- a. Bid specifications packet
- b. Documentation of bid announcement (Newspaper Proofs of Publication, BidSync, etc)
- c. Bid tabulations
- d. Contractor bids
- e. Contractor eligibility letter from MAG
- f. Construction contract document and other related materials
- g. Davis Bacon wage determinations
- h. Pre-construction conference minutes
- i. Employee interview forms

#### **6. CIVIL RIGHTS FILE- (Hard Copy)**

- 1) Documentations of Equal Employment Opportunity compliance when advertising for jobs
- 2) Copy of EEO resolution
- 3) Availability of personnel policies
- 4) Documentation to identify employee minority and ethnic status