

Sample CDBG Project File Organization Chart

Application	Startup	CDBG Contract	Project & Activities	Correspondence	Financial	Monitoring & Closeout
<i>Application</i>	Firm commitments of funds	Contract contacts email correspondence between Commerce and grantee	<i>Architect / engineer procurement</i>	<i>All emails</i>	Signed signature certification form	<i>Closeout materials</i>
Application	Confirmation from Commerce regarding compliance with state audit & financial reporting requirements	Executed contract documents	Request for Proposals / Request for Qualifications	<i>From Commerce Written</i>	Signed electronic funds transfer form 204	Grantee closeout packet
PER/PAR	Budget	<i>Amendments (if applicable)</i>	Affidavit of Publication	<i>From Grantee</i>	Budget authority documentation	Copy of final project drawings or table of contents for operations and maintenance manual
Applicant sam.gov registration	Implementation Schedule	Copies of executed amendments	Scoring	<i>Conference Call Notes</i>	<i>Draw 1</i>	Certificate of substantial completion or occupancy permit
LMI documentation	Management Plan	Amendment request letter	Selection		Signed request for funds form	<i>Quarterly reports</i>
<i>Technical</i>	<i>Insurance</i>	Response letter from Commerce	Executed contract		Invoice tracking spreadsheet	<i>Project photos</i>
Correspondence with Arch/Eng/Applicant	Insurance certificates (liability, professional liability, property, worker's compensation)	Contract contacts email correspondence between Commerce and grantee	State and federal debarment checks		Uniform status of funds tracking spreadsheet	<i>Monitoring</i>
<i>Ranking</i>	<i>Environmental</i>		<i>Grant administration procurement</i>		Progress report	Correspondence scheduling monitoring visit
Commerce Ranking Report	ECO designation		Request for Proposals / Request for Qualifications		Detailed invoices	Monitoring checklist
<i>AppCorrespondence</i>	Environmental Review Record		Affidavit of Publication		Marked-up certified payrolls	Follow-up correspondence for items needed after monitoring visit
Correspondence between Commerce and applicant prior to application submission	Consultation with authoritative agencies		Scoring		<i>Draw 2</i>	Final Commerce monitoring letter

Environmental assessment or documentation demonstrating required categories of review based on finding level
Certified finding level (i.e., FONSI, CEST, CENST)
Public comment notice mailing (i.e., FONSI/NOI/RROF or NOI/RROF)
Public comment notice affidavit of publication
Request for Release of Funds (Form HUD-7015.15)
Authorization to Utilize Grant Funds (Form HUD-7015.16)

Selection
Executed contract
State and federal debarment checks
Construction
Draft project manual (plans, specs, invitation to bid)
Commerce bid document review email
DEQ approval letter (water and wastewater projects only)
Outreach to disadvantaged business enterprises
Section 3 outreach
Affidavit of Publication
Certified bid tabs
Permits
Prime contractor state and federal debarment checks
Executed project manual (including notice of award, notice to proceed, bid form, bid bond, payment bond & performance bond, executed agreement)
Preconstruction conference agenda and minutes

Signed request for funds form
Invoice tracking spreadsheet
Uniform status of funds tracking spreadsheet
Progress report
Detailed invoices
Marked-up certified payrolls

Signed contractor's receipt of required materials
Project sign
<i>Labor Standards</i>
Marked-up certified payrolls
Certifications of labor compliance
Employee interviews
Copy of applicable Davis- Bacon wage determination
<i>Change Orders</i>
<i>Land Easement Requirements</i>
Site title opinion
URA documentation
Executed land use agreements