

NYS CDBG Application

CDBG Application
OCR Award Letter
OCR Grant Agreement
Grant Agreement Program
Amendment and Approval
General Correspondence

Release of Funds

Environmental Review Record
Request for Release of Funds and
OCR Approval

Program Administration

Project Description
Project Design
Project Scope of Work
Project Map
Implementation Plan

Program Design

Subrecipient Agreement
Professional Services Contracts
Administration
Professional Services Contracts
Program Delivery
Professional Services Contracts
Engineering
Interagency Agreement

National Objective Compliance

Procurement Policy/Procedure

Conflict of Interest

Real Property Management

Civil Rights

Citizen Participation Plan
EEO4 Form
Anti-Displacement and Relocation
Plan
Section 504

Equal Opportunity

Approved Cost Allocation Plan

Fair Housing

Federal Assistance Expenditure
Report

M/WBE and Section 3

Audit Reports and Related
Correspondence

Reports

Monthly Financial Status Report

Annual Performance Report

Financial Correspondence

Project Status Report

Procurement RFP/RFQ

OCR Monitoring Report

Request for Proposal

Subrecipient Monitoring Report

Request for Qualifications

Grant Closeout Report

RFP/RFQ Public Notice

Financial Management

RFP/RFQ M/WBE Compliance

Signatory and Depository Form

RFP/RFQ Direct Solicitation

Request for Funds

RFP/RFQ Proposals/Qualifications
Submitted

Bank Statements

RFP/RFQ Ratings/Documentation
For Selection

Budget Amendment and Modifications

Procurement Small Purchase

Program Income

Non-Competitive

Competitive

Income Verification

Program Marketing

Eligibility Determination

Marketing Documentation

Award Notification or Denial Letter

List of Applicants

Grant/Loan Agreement

Homeownership Case File Checklist

Loan Agreement Repayment
Schedule (if applicable)

Application Form

Filing of Property Liens
(if applicable)

Income Verification

Copy of Deed

Purchase Evaluation

Homeowner's Insurance

Counseling

Flood Insurance (if applicable)

Award Notification

Proof of Current Taxes

Grant/Loan Agreement

Proof of Current Mortgage Payment

Filing of Property Liens
(if applicable)

Proof of Rent for Rental Property

First Lender/Bank Loan Documents

Rental Agreement

**Case File Checklist for Housing
Rehabilitation (if applicable)**

SHPO Correspondence

Application Form

Lead Based Paint Verification
Of Contractor Eligibility

Lead Based Paint
Receipt of Brochure

Construction/Rehab

Lead Based Paint Evidence of
Adherence to New 2010 LBP Rules

Evidence of Contractor Insurance

Lead Based Paint
Risk Assessment

Contract between Homeowner
And Contractor

Lead Based Paint Hazard
Reduction Scope

Notice to Proceed

Lead Based Paint Documenting Safe
Work Practices

Inspection

Lead Based Paint
Clearance Reports

Change Orders

Inspection Form

Permits

Work Write-Ups/Itemized
Costs/Bid Specifications

Record of Payment and Disbursements

List of Contractors Notified

Notice of Satisfactory Completion

Non-Collusion

Release of Liens and Warranties

Submission Format

Proposals

Tabulation Form

Owner Review