**NYS CDBG Application**

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

**Program Design**

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

**Release of Funds**

- Environmental Review Record
- Request for Release of Funds And OCR Approval

**National Objective Compliance**

**Program Administration**

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

**Real Property Management**

**Civil Rights**

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

**Conflict of Interest**

**Procurement Policy / Procedure**
Equal Opportunity  Approved Cost Allocation Plan

Fair Housing  Federal Assistance Expenditure Report

M/WBE and Section 3  Audit Reports and Related Correspondence

Reports

Annual Performance Report  Monthly Financial Status Report

Project Status Report  Financial Correspondence

OCR Monitoring Report  Procurement RFP/RFQ

Subrecipient Monitoring Report  Request for Proposal

Grant Closeout Report  Request for Qualifications

Financial Management  RFP/RFQ Public Notice

Signatory and Depository Form  RFP/RFQ M/WBE Compliance

Request for Funds  RFP/RFQ Direct Solicitation

Bank Statements  RFP/RFQ Proposals/Qualifications Submitted

Budget Amendment and Modifications  RFP/RFQ Ratings/Documentation For Selection

Procurement Small Purchase

Program Income  Non-Competitive
<table>
<thead>
<tr>
<th><strong>Program Marketing</strong></th>
<th><strong>Proof of Current Taxes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing Documentation</td>
<td>Proof of Current Mortgage Payment</td>
</tr>
<tr>
<td>List of Applicants</td>
<td>Proof of Rent for Rental Property</td>
</tr>
<tr>
<td><strong>Housing Rehabilitation</strong></td>
<td><strong>SHPO Correspondence</strong></td>
</tr>
<tr>
<td><strong>Case File Checklist</strong></td>
<td></td>
</tr>
<tr>
<td>Application Form</td>
<td>Lead Based Paint – Verification Of Contractor Eligibility</td>
</tr>
<tr>
<td>Income Verification</td>
<td>Lead Based Paint Receipt of Brochure</td>
</tr>
<tr>
<td>Eligibility Determination</td>
<td>Lead Based Paint – Evidence of Adherence to New (2010) Lead Based Paint Regulations</td>
</tr>
<tr>
<td>Award Notification or Denial Letter</td>
<td>Lead Based Paint Risk Assessment</td>
</tr>
<tr>
<td>Grant / Loan Agreement</td>
<td>Lead Based Paint Hazard Reduction Scope and Contract</td>
</tr>
<tr>
<td>Loan Agreement Repayment Schedule (if applicable)</td>
<td>Lead Based Paint Inspections Documenting Safe Work Practices</td>
</tr>
<tr>
<td>Filing of Property Liens (if applicable)</td>
<td>Lead Based Paint Clearance Report</td>
</tr>
<tr>
<td>Copy of Deed</td>
<td>Inspection Form</td>
</tr>
<tr>
<td>Homeowner’s Insurance</td>
<td>Work Write-Ups/Itemized Costs/Bid Specifications</td>
</tr>
<tr>
<td>Flood Insurance (if applicable)</td>
<td>List of Contractors Notified</td>
</tr>
</tbody>
</table>
Non-Collusion

Submission Format

Proposals

Tabulation Form

Owner Review

**Construction/Rehabilitation**

Evidence of Contractor Insurance

Contract between Homeowner And Contractor

Notice to Proceed

Inspections

Change Orders

Permits

Records of Payment and Disbursement

Notice of Satisfactory Completion

Release of Liens and Warranties

Housing Rehabilitation Program Guidelines

**Labor Standards for 8 or more Units in one building**

Labor Compliance Officer

Wage Determination Request

Wage Rates – Federal

Wage Rates - State

Preconstruction Conference

Weekly Certified Payroll

Violations and Restitutions

Employee Interviews

Apprentice and Trainee Registrations Forms