

**Plus One ADU Program
File Maintenance Checklist 1 - General Program Files**

Program Name: _____

SHARS ID: _____

- ___ grant application
- ___ LPA & HTFC grant agreement
- ___ consultant agreement (if applicable)
- ___ design guidelines
- ___ documentation of marketing efforts
- ___ homeowner application template
- ___ project selection criteria
- ___ conflict of interest policy
- ___ designation of depository form
- ___ authorized signature form
- ___ M/WBE contractor bid solicitation plan
- ___ liability insurance
- ___ fidelity bond insurance
- ___ programmatic environmental review determination letter
- ___ contractor list
- ___ M/WBE participation efforts
- ___ relevant meeting minutes, project review and selection documentation
- ___ contract amendments
- ___ relevant correspondence
- ___ program report (mid-year & final)

Notes: _____

