

**NYS CDBG Application**

Program Design

CDBG Application

Subrecipient Agreement

OCR Award Letter

Professional Services Contracts  
Administration

OCR Executed Grant Agreement

Professional Services Contracts  
Program Delivery

Grant Agreement Program  
Amendment and Approval

Professional Services Contracts  
Engineering

General Correspondence

Interagency Agreement

**Release of Funds**

National Objective Compliance

Environmental Review Record

Procurement Policy / Procedure

Request for Release of Funds  
And OCR Approval

Conflict of Interest

**Program Administration**

Real Property Management

Project Description

**Civil Rights**

Project Design

Citizen Participation Plan

Project Scope of Work

EEO4 Form

Project Map

Anti-Displacement and Relocation  
Plan

Implementation 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

Proof of Current Taxes

**Program Marketing**

Proof of Current Mortgage Payment

Marketing Documentation

Proof of Rent for Rental Property

List of Applicants

Rental Agreement

**Housing Rehabilitation  
Case File Checklist**

SHPO Correspondence

Application Form

Lead Based Paint – Verification  
Of Contractor Eligibility

Income Verification

Lead Based Paint Receipt of  
Brochure

Eligibility Determination

Lead Based Paint – Evidence of  
Adherence to New (2010) Lead  
Based Paint Regulations

Award Notification or Denial Letter

Lead Based Paint Risk  
Assessment

Grant / Loan Agreement

Lead Based Paint Hazard  
Reduction Scope and Contract

Loan Agreement Repayment  
Schedule (if applicable)

Lead Based Paint Inspections  
Documenting Safe Work Practices

Filing of Property Liens  
(if applicable)

Lead Based Paint Clearance Report

Copy of Deed

Inspection Form

Homeowner's Insurance

Work Write-Ups/Itemized  
Costs/Bid Specifications

Flood Insurance (if applicable)

List of Contractors Notified

Non-Collusion	Housing Rehabilitation Program Guidelines
Submission Format	<b><u>Labor Standards for 8 or more Units in one building</u></b>
Proposals	Labor Compliance Officer
Tabulation Form	Wage Determination Request
Owner Review	Wage Rates – Federal
<b><u>Construction/Rehabilitation</u></b>	Wage Rates - State
Evidence of Contractor Insurance	Preconstruction Conference
Contract between Homeowner And Contractor	Weekly Certified Payroll
Notice to Proceed	Violations and Restitutions
Inspections	Employee Interviews
Change Orders	Apprentice and Trainee Registrations Forms
Permits	
Records of Payment and Disbursement	
Notice of Satisfactory Completion	
Release of Liens and Warranties	