

# Sub-recipient File Checklist

The establishment of files is critical to project success, monitoring, and public review. Documentation to support compliance is mandatory, and continual updating of information will allow final monitoring to be successful. A general outline is listed below.

- 1- Application and Contract
  - a. Copy of application submitted via ZoomGrants
  - b. Award letter
  - c. Executed copy of the grant contract between the sub-recipient and Utah County
  - d. All approved amendments
  
- 2- Financial Management
  - a. Monthly bank statements
  - b. Copy of the general ledger or equivalent
  - c. Documentation of expenditures including invoices and cancelled checks
  - d. Proof of receipt of payments from MAG – copy of MAG checks
  - e. Deposit documentation of MAG fund receipts and bank deposit slips
  
- 3- Professional Services (if applicable)
  - a. Request for Proposal
  - b. Consultant contract

These files are required if CDBG funds are used to pay for engineering or architectural services.
  
- 4- Environmental Review
  - a. Environmental Review Record and supporting documents
  - b. Environmental publications, if required
  - c. Environmental completion letter from MAG
  - d. Any miscellaneous correspondence, notes, etc.
  
- 5- Construction and Labor Standards (if applicable)
  - a. Bid specifications packet
  - b. Documentation of bid announcement (newspaper proof of publication, BidSync publication, etc)
  - c. Bid tabulation
  - d. Contractor bids
  - e. Contractor eligibility letter from MAG
  - f. Construction contract document and other related materials
  - g. Davis Bacon wage determination
  - h. Pre-construction conference minutes
  
- 6- Equal Employment Opportunity
  - a. Documentation of Equal Employment Opportunity compliance when advertising for jobs
  - b. Availability of personnel policies

