**HOME/HTF Affordable Housing Development Grant Administration Manual Tools and Resources**

**Suggested Record Organization**

Commerce suggests grantees organize their records into the following files:

* Application or Qualification (as submitted to Commerce)
* Contract
* Project Management
	+ Project Management Plan
	+ Adopted Policies and Procedures
	+ Correspondence, Telephone Notes, etc.
	+ Legal Opinions and Recommendations (*if applicable*)
	+ Interested Parties Information (e.g., developer, contract, consultant, others with financial interest)
* Environmental Review Record (HOME) or Environmental Documents (HTF)
* Lead-Based Paint Activity (*if applicable*)
* Financial Management
	+ Original Source Documentation for Expenditures
	+ Payroll Records for Staff Administering the Grant
* Procurement
	+ Records of Procedures Followed for Soliciting Services
	+ Agreements between Grantee and Consultants
* Construction Bidding and Contracting/Labor Standards
	+ Record of Procedures Followed for Soliciting Bids and Awarding Contracts for Construction Activities
		- Preparing Bid Packages
		- Advertising for Bids
		- Conducting Bid Openings
		- Awarding Contracts
	+ Documents Showing Compliance with Applicable State Labor Standards/Prevailing Wage Rates (*if applicable*)
	+ Documents Showing Compliance with Applicable Federal Labor Standards/Prevailing Wage Rates (*if applicable*)
* Civil Rights
	+ Employment Practices and Procedures
	+ Contractor Affirmative Action
	+ Affirmative Fair Housing Marketing Plan (*if applicable*)
	+ Accessibility Information
* Acquisition/Relocation (URA)
	+ Documentation Outlining Procedures Used to Acquire Real Property (*if applicable*)
	+ Policies and Procedures for Relocating Displaced Households and/or Businesses (*if applicable*)
* Public Relations
* Project Audit/Program Closeout
* Project Monitoring
* Participant
	+ Tenant’s or Homebuyer’s Application
	+ Initial Income Verification
	+ Income Recertification(s) (*if applicable*)
	+ Tenant’s Lease or Homebuyer’s Closing Documents
	+ Tenant or Homebuyer Selection Policy/Criteria
	+ Inspections (UPCS)