**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)