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)