

CDBG Agreement Support Documents

TDA’s program monitors will request to review certain TxCDBG agreement file support documents at the time of their review. Below is a list of the most commonly requested documents to be reviewed, however, depending on the type of project, other specialized agreement support documents may be requested by the respective TxCDBG monitor at the time of the review.

PROCUREMENT (Administration Services)	PROCUREMENT (Engineering Services)
1. Request For Proposals	1. Request for proposals
2. Newspaper advertisement	2. Newspaper advertisement
3. Letters of solicitation; proof of mailing	3. Letters of solicitation; proof of mailing
4. Respondents reply to RFP	4. Respondents reply to RFP
5. Rating sheet(s)	5. Rating sheet(s)
6. Summary score sheet(s)	6. Summary score sheet(s)
7. Minutes awarding administration firm	7. Minutes awarding engineering firm
8. Executed agreement(s)	8. Executed agreement(s)
9. Pre-Agreement request/approval, if applicable	9. Pre-agreement request/approval, if applicable

FINANCIAL MANAGEMENT	CONSTRUCTION MANAGEMENT
1. Ledger/spreadsheet for TxCDBG funds	1. Newspaper bid advertisement(s)
2. Ledger/spreadsheet for local match funds	2. Bid documents with labor standards provisions
3. Bank statements related to CDBG fund deposits and disbursements	3. Bid Tabulation Form
4. Local match invoices or timesheets with personnel cost calculation worksheets	4. Minutes awarding construction company/firm
5. Fidelity bond documents	5. Executed agreement(s)
6. Current single audit report	6. Change orders
7. Audit certification form	7. Amendments/modifications
	8. Project pictures, if applicable, with signage
	9. Small purchase procurement record(s)
	10. Project map

ENVIRONMENTAL REVIEW RECORD
Complete environmental review record
(See <i>Chapter 3</i> of this manual)

LABOR STANDARDS	CIVIL RIGHTS/FAIR HOUSING
1. Appointment of labor standards officer	1. Section 3 local opportunity plan
2. General wage decision	2. Section 504 procedures
3. 10-Day confirmation (AKA 10-Day Call) and/or Material and Services Report	3. Section 504 notice (published, if more than 15 employees)
4. Request for additional classification and wage rate	4. Section 504 self-evaluation form
5. Pre-construction conference documents	5. Designation of civil rights officer designation Form A1008
6. Payrolls and statements of compliance	6. Grievance procedures (adopted)
7. Designation of inspector for employee interviews	7. Complaint procedures (adopted)
	8. Excessive force policy
	9. Fair housing activity
	10. HUD investigations, if applicable

ACQUISITION, if applicable
Complete acquisition file
(See <i>Chapter 6</i> of this manual)