

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)