

CDBG FUNDED COMMERCIAL REHABILITATION or ECONOMIC DEVELOPMENT CHECKLIST

Address: _____

Business Name: _____

Project Manager: _____

Select > Commercial Rehabilitation or Economic Development

- Commercial Rehabilitation** (exterior building improvements/correction of code violations only)
 - __ Inspection report for correction of code violations

- Economic Development**
 - __ Complete CDBG Underwriting Guidelines Worksheet

Select Area Benefit or Job Creation

- Area Benefit**
 - __ Collect customer addresses until 20% repeat

 - __ Submit spreadsheet of addresses to PED

 - __ Map shows Service area at least 51% LMI

- Job Creation**
 - __ 1 job created for each \$35k of CDBG assistance

 - __ Income Affidavit completed by job applicants show income eligibility

Complete for All Projects:

- Environmental Review Request Form completed & submitted to Grant Management
- Environmental Flood Map
- HEROS-HUD Environmental Review Online System number: _____
- Historic Review Completed: _____ Submitted to SHPO on: _____;
Approval from SHPO on: _____ (no funds committed until SHPO approved letter received)
- IDIS Form completed & submitted to Grants Staff
- Contract Compliance Form notification to Grants Staff for HREEO/CAO, date: _____

A copy of this checklist and all supporting documents must be present in each project file.

- PM completed initial site observation and took pictures on: _____
- Detailed work specifications completed
- Request wage decision
- Two-Bid Policy (minimum of two responsible contractor bids received)
- Lowest responsible bid selected. Name of Contractor: _____
- State of Minnesota General Construction License
- Check Federal Excluded Parties List/Federal System for Award Management (www.sam.gov) of Developer (check Partners if Partnership, Principals if LLC) and General Contractor. Save as PDF with date stamp on footer or header.
- General Contractor signed form that all subcontractors are not debarred (Must be in contract language).
- Agreement with business completed
- Certificate of Insurance (Builders Risk and Liability Insurance from General Contractor)
- Grants Staff will set up Preconstruction meeting with HREEO
- Section 3/Vendor Outreach requirements met
- Labor Standards completed
- Proceed to Work Notice
- Lien waivers from general contractor and subcontractors
- PM complete site observations, take pictures and sign Draw Request on: _____

- Procedure for Change Orders followed
- Procedure for Disputes followed
- Administrative hours documented on timesheets
- PM complete site observations, take pictures and sign final Draw Request on: _____

For Acquisition Projects:

- Voluntary Transaction letter provided to seller
- Appraisal secured (CDBG funds may not exceed appraised value)

A copy of this checklist and all supporting documents must be present in each project file.