# HRPP Project File Checklist

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| Project File Checklist | | | | |
| Materials Present? | | Yes | No | File Notes |
|  | **Project Application** |  |  |  |
|  | Subrecipient: |  |  |  |
|  | Subrecipient Agreement No: |  |  |  |
|  | **Subrecipient Agreement** |  |  |  |
|  | Amendments (if applicable) |  |  |  |
|  | Responses to Request for Information (RFI) |  |  |  |
|  | Organizational Chart |  |  |  |
|  | **Financial Activity** |  |  |  |
|  | Copy of general ledger for DR funds |  |  |  |
|  | Financial Policy and Procedure Manual |  |  |  |
|  | Request for payment (draws) in numeric order |  |  |  |
|  | Source documentation to support disbursement of funds |  |  |  |
|  | Documentation of committed local funds, if applicable |  |  |  |
|  | Anti-Fraud, Waste, and Abuse Policy |  |  |  |
|  | **Procurement Policies and Procedures** |  |  |  |
|  | Method of procurement justification |  |  |  |
|  | Evidence supporting steps to assure small/minority business participation |  |  |  |
|  | Minutes/Resolution Awarding Contract(s)/Amendment(s) |  |  |  |
|  | Executed Contracts, Amendments, Work/Change Orders, if applicable |  |  |  |
|  | Request for Proposals (RFP)/Request for Quote (RFQ) |  |  |  |
|  | Response to RFP/RFQ |  |  |  |
|  | Evaluation Rubric for RFP/RFQ |  |  |  |
|  | Audit Reports |  |  |  |
|  | **Environmental Review Record** |  |  |  |
|  | CENST documentation |  |  |  |
|  | Project Boundary Map |  |  |  |
|  | **Monitoring and Reporting** |  |  |  |
|  | Monthly Reports in chronological order |  |  |  |
|  | DED letter of finding(s) |  |  |  |
|  | Subrecipient response(s) to finding(s) |  |  |  |
|  | DED response clearing finding(s) |  |  |  |
|  | **Closeout** |  |  |  |
|  | Program Completion Report |  |  |  |
|  | Final Performance Statement and Budget |  |  |  |
|  | General Compliance Correspondence |  |  |  |