

## **Keep for Your Records**

### **Financial Records**

Financial Status Reports  
Final Financial Status Report  
Requests for Advance or Reimbursements  
Copies of All Audits (federal and private)  
Copies of Audit Responses  
All Checkbooks  
Copies of all tax reports filed with the IRS, state and local governments

### **Deposits and Receipts**

All Monthly Bank Statements and Reconciliation's  
Written Procedures for Spending Funds  
All Contracts:  
Subcontracts With Other Groups  
Consultant Contracts  
Insurance Policies  
Service/Maintenance Contracts  
Sole Source Contract(s) Justifications  
Construction Contracts (not normally applicable to technical assistance awards)  
Bid Documents  
Performance Bonds  
Special Contractual Provisions, etc.  
Indirect Cost Documentation  
Chart of Accounts  
Ledgers  
Cash Disbursement Journals  
Payroll Register for Each Employee  
Supporting Documentation for All Expenditures:  
Purchase Orders  
Vouchers  
Receipts  
Petty Cash Vouchers  
Deposit Receipt for Petty Cash Reconciliation  
Travel Reimbursement (with receipts where applicable)  
Time and Attendance Records  
Price Quotations  
Equipment Inventory Listing

### **Non-Profit Parent or Sponsoring Organization Records (When Applicable)**

Articles of Incorporation  
Corporate Charter with a Not-For Profit Status  
Constitution and By-laws

Federal Charitable Organization Designation (501(c)(3))  
FICA Waiver of Exemption  
List(s) of Board Members  
Monthly/Quarterly/Annual Reports (whichever is applicable)  
Minutes of Board Meetings  
All Pertinent Correspondence Related to Work Under Award  
Copy of Written Personnel Policies

### **Project Records**

Approved Program Narratives  
Approved Budget Narratives  
Grant Award Notice  
Special Conditions  
Program Modification Requests  
Award Adjustment Notices  
Copies of Required Reports (Narrative and Financial)  
Copy of Final Program Report (Narrative and Financial)  
All Pertinent Correspondence Related To This Award (incoming and outgoing)  
Revised Work Plans  
Lists(s) of Task Force/Advisory/Community Organization  
Meetings Related to the Performance of Work under this Award  
Evaluations Conducted As Required By the Award  
Personnel Folders:  
Resumes  
Letter of Employment (new Hires)  
Documentation of Pay Raise

Get 2013 Request for Proposals at:  
Websites

### **General HUD website**

<https://www.hudexchange.info/>

### **Referenced General Federal Requirements**

#### Non-Discrimination and Equal Access

Title VI of the Civil rights act of 1964  
The Fair Housing Act (42 U.S.C. 3601-3620  
Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259): Age



Discrimination Act of 1975, As Amended (42 U.S.C. 6101

The regulations implementing these provisions for HUD programs are found in Title 24 of the Code of Federal Regulations (CFR) Part 1, Parts 110-115 and 146.

Environmental/Historical/Archeological  
24 CFR Part 58 (CDBG) 24 CFR 92.352 (HOME)  
and the National Environmental Protection Act.

#### Accessibility

Americans with Disabilities Act (ADA)  
Fair Housing Act (regulations implementing this are found at 24 CFR Part 100.205)  
Section 504 of Rehabilitation Act of 1963

#### Employment and Contracting

##### Equal Opportunity

Executive Order 11246

Section 3

Minority/Women's Business Enterprises  
Small and Emerging Business Program—Contact  
Maria Partida (402) 444-5155

#### Labor Requirements

Davis Bacon

Contract Hours and Safety Standards Act  
Debarred, and ineligible contractors and sub-recipients (Website of Excluded Parties List:  
<http://www.epls.gov/>)

#### Conflict-of-Interest

Is explained in 24 CFR Parts 84 and 85 and CPD  
Notice 98-09

#### Debarments and other excluded parties

System for Award Management:  
<https://www.sam.gov/portal/public/SAM/>

#### Acquisition, Relocation or Displacement

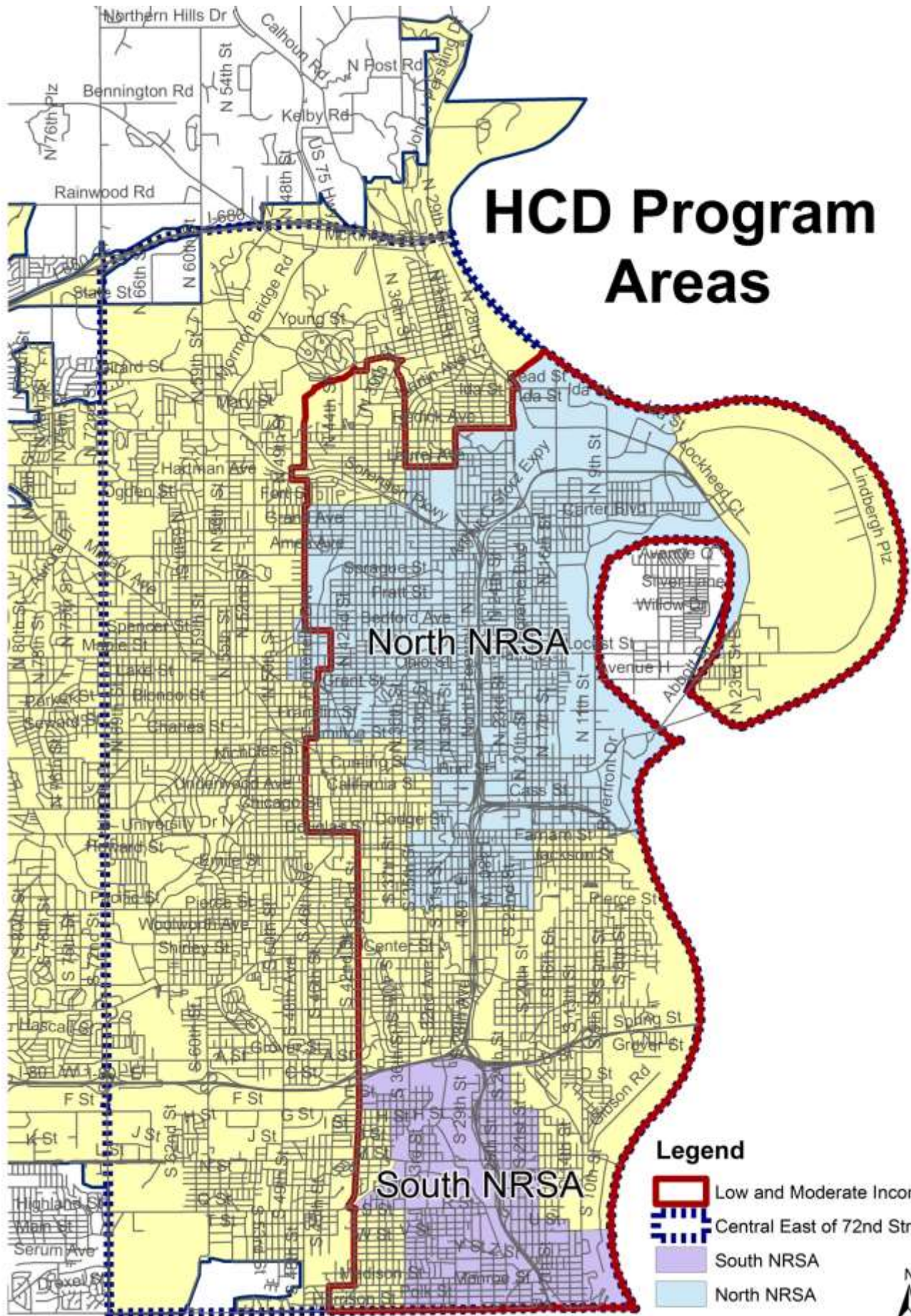
Uniform Relocation Act and/or Section 104(d) of the  
Housing and Community Development Act.

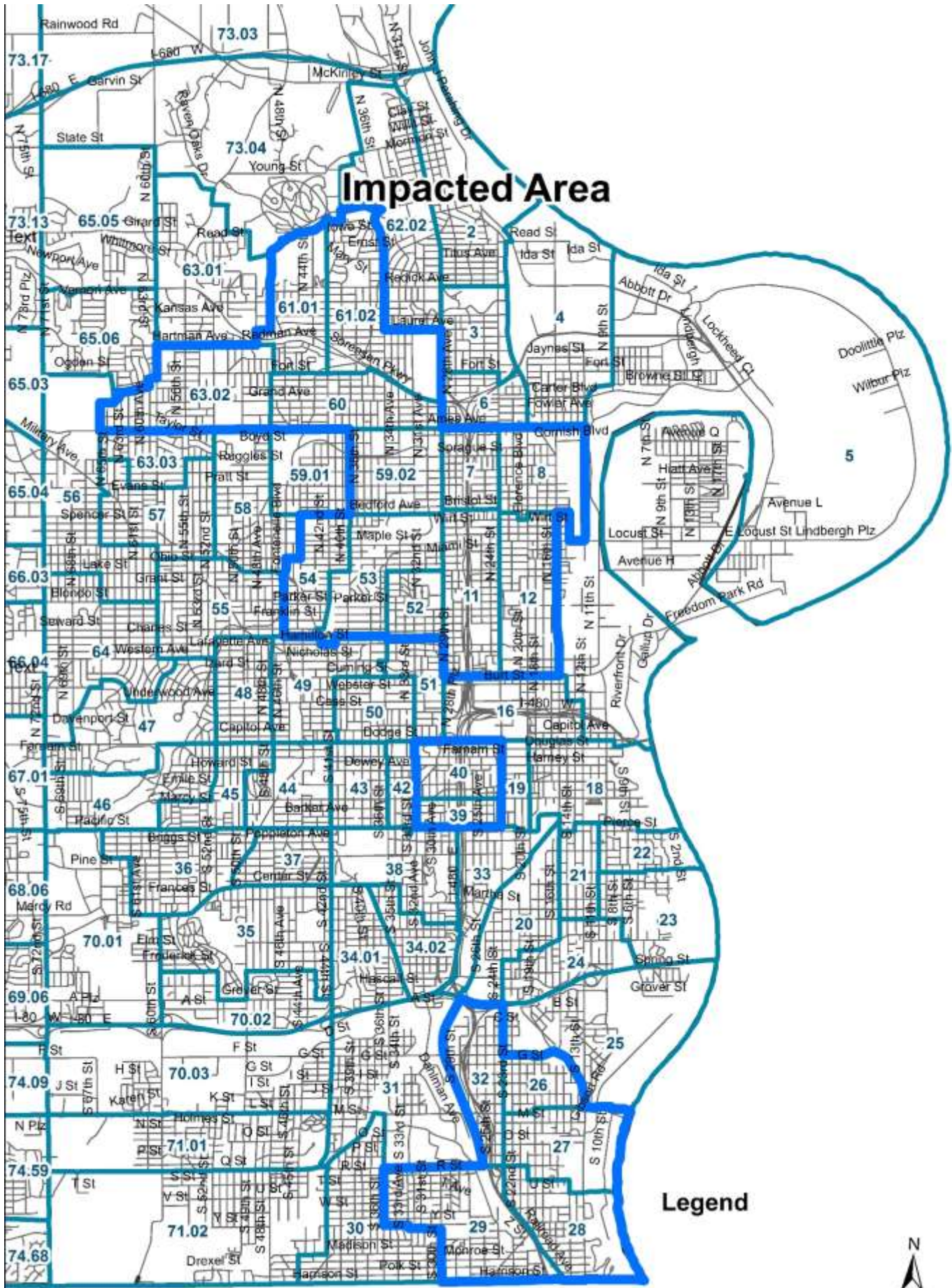
#### Lead Based Paint

Lead-Based Paint Poisoning Prevention Act.  
Provisions regarding Lead Based Paint to include in  
all contracts and subcontracts can be found at:  
24 CFR Part 92.355  
Lead Based Paint Poisoning Prevention Act of 1971  
(42 U.S.C. 4821 et. seq.)

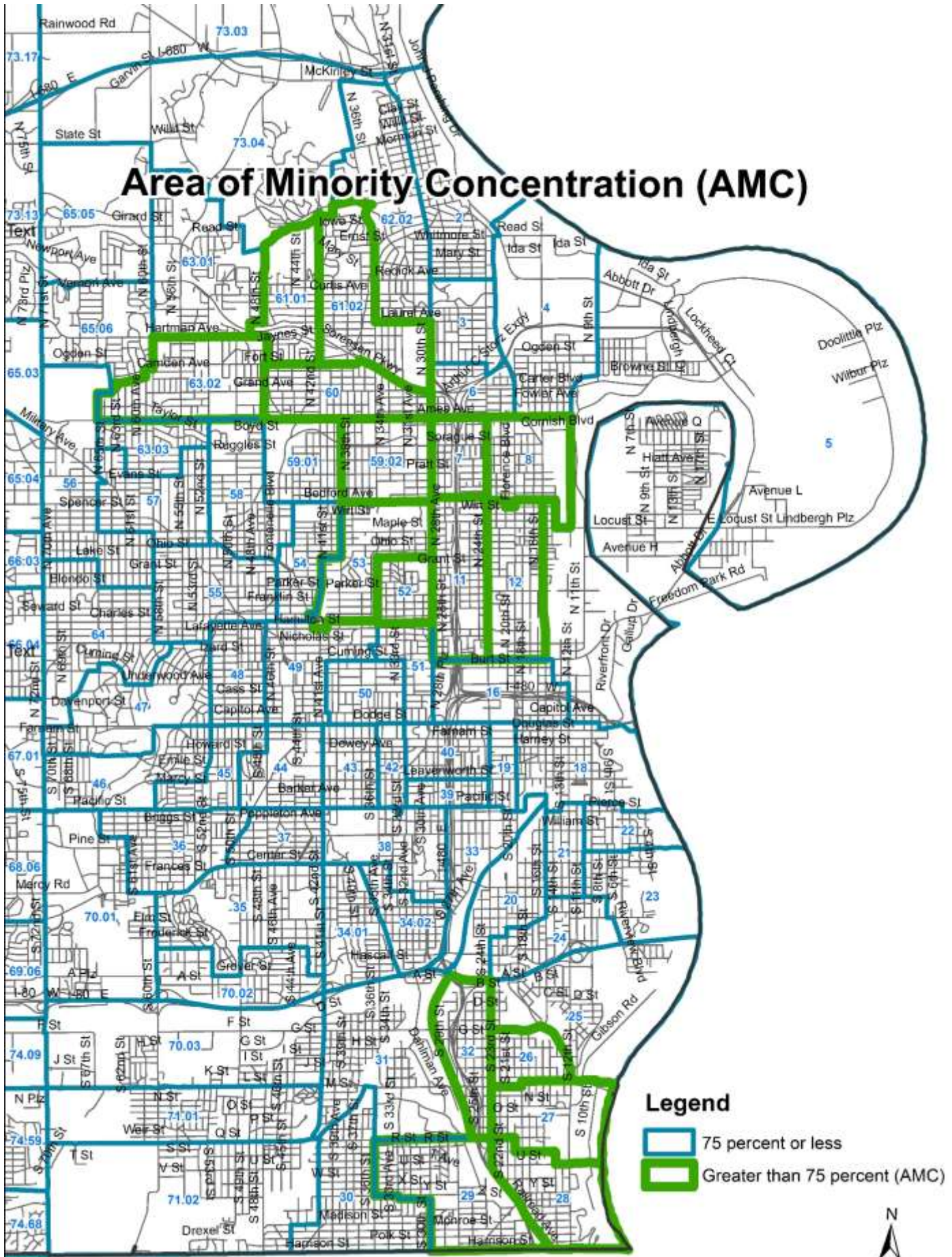


# HCD Program Areas





# Area of Minority Concentration (AMC)



## Legend

- 75 percent or less
- Greater than 75 percent (AMC)



# Area of Low-Income Concentration (ALIC)

