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| **CHECKLIST FOR CDBG, HOPWA and ESG THIRD PARTY AGREEMENTS July 2021 - June 2022** |
| **\*Checklist must be included with Grantee Funding Summary Report & fully completed.** |  |  |  |  |
| **1. PROJECT INFORMATION** | **YES** | **NO** | **N/A** | **comments** |
| Grantee Funding Summary Report |  |  |  | See attached |
| Copies of contracts for all contractual services related to CDBG, HOPWA and ESG |  |  |  | Prior approval required |
| **2. FINANCIAL & REPORTING REQUIREMENTS** | **YES** | **NO** | **N/A** | **comments** |
| Certificate of Insurance - General Liability $1M/$2M |  |  |  | City should be listed as additional insured. Certificate holder box should state: City of New Haven, its successors & assignees ATIMA, 165 Church Street, New Haven CT. The following language must be included in the cancellation text: Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. |
| Certificate of Insurance - Workers Compensation |  |  |  | $500,000 Minimum limit |
| Schedule of all Federal Funding Sources |  |  |  | If applicable |
| Schedule of all Non-Federal Funding Sources |  |  |  | If applicable |
| Financial Report for your current fiscal year. |  |  |  |   |
| Executed Contract or Arrangement Letter with a CPA firm that will be performing the agency's financial audit. (Note: CDBG funds can be used to pay for audit if aggregate federal funds expended exceeds $750,000.00 for the agency's fiscal year) |  |  |  | • Single audit required if total federal funds expended exceeds $750,000.• Financial Statement Complied by Independent Accountant required if expended between $100,000 to $750,000.• Program Specific Financial Statement required if expended between $0 to $100,000.As required by the Aldermanic Order approving the Annual Action Plan, the current audit and IRS form 990 or 990EZ must be on file with the City before entering into contract. |
| Financial Training Certification for HOPWA Recipients |  |  |  | Certification must be provided to the City before a contract can be executed. |
| Leveraging of Funds Documentation  |  |  |  | Documentation must be provided to the City before a contract can be executed. |
| **3. AFFIDAVITS** | **YES** | **NO** | **N/A** | **comments** |
| Non-Collusion / Vendor Affidavit |  |  |  | See attached |
| Disclosure & Certification Affidavit of Outstanding Obligations to the City of New Haven (Form 1421) |  |  |  | See attached |
| **4. ORGANIZATIONAL DOCUMENTS** | **YES** | **NO** | **N/A** | **comments** |
| Written statement from Board of Directors naming authorized signatories for financial transactions and programmatic matters |  |  |  |   |
| Procurement Policy (if not currently on file with the City) |  |  |  |   |
| Conflict of Interest Statement & Policy  |  |  |  | Must have each Board Member sign statements  |
| **5. REQUIRED DOCUMENTS ONLY FOR 2017-2018 RECIPIENTS** | **YES** | **NO** | **N/A** | **comments** |
| Written disclosure of all program income earned, as it is received. Indicate income type, related federal program & amount. |  |  |  | If applicable |
| Inventory list of items purchased in previous years with grant dollars |  |  |  | If applicable |
| Final HUD Activity Report |  |  |  | See attached  |
| Previous Year Financial Closeout Report |  |  |  | See attached |
| **Note: No contract will be executed until all items are submitted and/or addressed. Subject to approval by the project manager.** |   |   |   |   |