Mayor's Office of Housing and Community Development

Checklist of Required Documents for 2022-2023 Grantees

Please upload these documents onto GMS – "Agency Docs." First, select the 2022-23 Project Year from the Agency Projects form. Then select Agency Docs – this will bring you to the 2022-23 Agency Docs form.

1. Audits - Levels and Thresholds:

- **An OMB A-133 audit is required if agency expended more than the threshold amount of $750,000 or more of federal funds in the fiscal year being audited.**

- **A Standard CPA audit is required for agencies with a total budget over $500,000 in the year being audited.** This must be accompanied by letter stating that an OMB A-133 Audit is not required, because the agency expended less than $750,000 in federal funds during the year being audited. The dates on the exemption letter must be consistent with the dates of the year being audited, and it must be on agency letterhead and signed by the Executive Director. A template/sample letter is available.

- **A CPA Financial Review is allowed in place of the Standard CPA Audit if the agency had a total budget between $250,000 and $500,000 in the year being audited**. This must be accompanied by a letter stating that an OMB A-133 Audit is not required because agency expended less than $750,000 in the year being audited. The dates on the exemption letter must be consistent with the dates of the year being audited, and it must be on agency letterhead and signed by the Executive Director. A template/sample letter is available.

- If the total Agency Global Budget for the previous fiscal year is less than $250,000, then the agency is exempt from the audit/financial review requirements. The agency must submit a letter stating its global budget for the previous fiscal year was less than $250,000 on agency letterhead and signed by the Executive Director.

Audit dates and deadlines:

- **Fiscal Year Audits (7/1/20-6/30/21) should have been completed by March 31, 2022.** If your agency does not yet have a completed audit, please ensure that you have a signed engagement letter with an audit firm for the required year, and are able to provide a detailed timeline for when that audit will be completed. Incomplete audits for this fiscal year result in delays in both contracting and reimbursement, and must be completed as soon as possible in order for invoices to be reimbursed.

- **Calendar Year Audits (1/1/20-12/31/20) should have been completed by September 30, 2021.** Calendar Year 2021 (1/1/21 – 12/31/21) audits should be completed by September 30, 2022. The same standards apply as above regarding incomplete or delayed audits.

2. Certificates of Insurance – These must be kept updated throughout program year, and funds cannot be encumbered unless all certificates are current.

- Comprehensive General Liability ($1,000,000 or more)
- Comprehensive Automobile Liability ($1,000,000 or more per occurrence; must include un-owned autos, i.e. those autos driven by employees in the course of their work but not owned by agency)
- Workers Compensation ($1,000,000 or more per accident)
- Real and Personal Property **(Capital Projects only)**

3. Other Documents

- Total Project Budget, including other funding sources
- Current lease/rental agreement for office and/or program space (if CDBG funds used to pay for rent)

- First Source Hiring Agreement - Only applicable if > $50,000 in services grants or >$350,000 in Capital grants
- ADA Program Accessibility Survey (if requested by MOHCD) (Please name file "StreetNameAddress#AgencyName")

GRANT AGREEMENTS AND APPENDIXES: If this is a new project and is NOT entering the second year of a two-year grant agreement, then MOHCD will need a Docu-Signed grant agreement and complete Appendix B-Interest in other City Contracts (Word Document);

NOTE: Board Resolution Authorizing Signatory – If the grant agreement is not being signed by Board President/Chair, upload a board resolution authorizing the position of the individual (i.e., "Executive Director") who signed the agreement to do so.