

CDBG Request for Funds Required Supporting Documentation

- Labor Standards Information (SFN52338)
 - o Must be submitted with or before the first CDBG Request for Funds.
- CDBG Request for Funds (SFN 4630) form
- Detailed Invoice(s) (Projects with no Engineer)
 - o Must be addressed to Grantee
- Contractor's Application for Payment and Pay Estimate (Projects with Engineer (Required) and if available projects with no Engineer)
- Approval of work completed from:
 - o Grantee,
 - o Business (ED Projects),
 - o Board Approval for Non-Profit Organizations,
 - o Engineer (if applicable), and/or
 - o Architect (if applicable)
- Canceled checks, deposit slips, bank statements, etc. (if applicable)
- Related correspondence
- Section 3 Documents (Section 3 Projects Only)
 - o For General Contractor and Subcontractor(s), if paid by the current draw request, regardless of source of funds:
 - Section 3 Work Hours and Outreach Efforts for Each Financial Draw form for the period since the last Section 3 Work Hours and Outreach Efforts for Each Financial Draw form submission.
 - Section 3 Worker Self Certification form for each employee listed on the Section 3 Work Hours and Outreach Efforts for Each Financial Draw form that has not already submitted a Section 3 Worker Self Certification form.
- **CDBG Administration Request for Funds** Time Sheets and/or Detailed Time Records Documenting Salary Expenses and Detailed Invoice(s) approved by Grantee based on Administrative Contract between Grantee and Grant Administrator.

DCS may request additional supporting documentation for desktop monitoring during review of the Request for Funds, including, but not limited to payroll reports, contracts, etc.