

Community Development Grants Administration
Preliminary Review Checklist for Newly-Funded Agencies

Organization _____ Program Year _____

Date Routed to Comptroller _____

In order to comply with HUD Federal Regulations as outlined in OMB Circular A-102, Attachment G, regarding safeguarding assets, preliminary reviews are conducted for all newly-funded CDGA grant projects. The information listed below is necessary for evaluation by CDGA and the City Comptroller of the ability of the City of Milwaukee to enter into a contract with the applicant.

I. Corporate Information

- _____ Copy of Articles of Incorporation with the Corporate Seal attached
- _____ Copy of the Corporate By-Laws
- _____ Board of Directors Roster
- _____ Corporate Organizational Chart
- _____ Copy of the Federal Tax Exemption Status Letter
- _____ Copy of the State Sales Tax Exemption Status Letter with the Tax Exempt Number

II. Financial Information

- _____ Copy of the most recent Form 990, Federal Information Tax Return
- _____ Copy of the most recent Financial Statements (Balance and Income Statements)
- _____ Copy of the most recent agency audit
- _____ Copy of the most recent agency budget

III. Organizational Controls

- _____ Copy of written Accounting Policies and Procedures with names of responsible personnel
- _____ Copy of Personnel Policies

IV. Other Documents to be submitted for the Preliminary Review

- _____ Copy of Project Application
- _____ Copy of CDGA's approved Project Activity Report
- _____ Copy of the approved budget (CDGA & Comptroller approval)
- _____ Copy of the Certificate of Insurance