

ATTACHMENT B
CITY OF PLYMOUTH, MINNESOTA
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
REQUIRED SUBGRANTEE RECORDS AND REPORTS

The following records shall be maintained by the Sub-grantee, copies of which shall be submitted to the City in such form as prescribed:

1. All receipts and invoices relating to expenditures of Community Development Block Grant (CDBG) funds.
2. Accounting records that are supported by source documentation. Sub-grantee will establish a separate, identifiable accounting record for the project/grant. Records shall be sufficient to reflect all costs incurred in performance of the grant. The books, records, document and accounting procedures, relevant to the grant shall be subject to examination by the city and federal agency and the legislative auditor.
3. Payroll records, including hours worked, of all employees reimbursed with CDBG funds.
4. Mileage records, detailing mileage reimbursement system, person(s) participating in the program, number of miles driven, and amount reimbursed with CDBG funds.
5. Records of Liability Insurance, Automobile Insurance, including proof of insurance in effect, and proof of payment of insurance premiums.
6. Quarterly progress reports (October 1st, January 1st, April 1st, and July 1st).
7. Annual report summarizing the annual activities. Breakdown and link information by program/activity type (including number of participants, income status and ethnicity types).
8. Records of Board or Committee meetings relating to decisions governing the use of CDBG funds.
9. Some activities require additional eligibility determinations (records) such as: 1) public service activities – new or extended service; 2) certain rehabilitation assistance – necessary or appropriate determination; and, 3) special activities by certain Sub-grantees must meet certain criteria.
10. If the Sub-grantee is providing grants or loans, it shall keep records documenting the use of such funds, including; records documenting recipient eligibility, payments made, and documentation on completion of work for which the grant or loan was initiated.