

ATTACHMENT J

CDBG-NDR Bid Solicitation and Construction Contract Review Checklist

<u>Financial recordkeeping/reporting</u>	<u>Yes</u>	<u>NO</u>	<u>N/A</u>
1. Do you have an accounting manual with clear and comprehensive procedures?			
2. Do you have an existing standard financial recordkeeping system used to account for grant/contract funds?			
3. Are the financial records maintained, reviewed, and up-to-date?			
4. Do the book of accounts contain sufficient information and reflect proper accounting treatment of financial transactions, including: <ul style="list-style-type: none">• Bank account and cash balances?• Disbursement details, including date, payee, name, account, expense classification, and other relevant information?• Segregation of CDBG-NDR funds?• Comparison of outlays against budgets?• Accrual of expenditures to match costs to their proper period?			
6. Do you issue financial statements?			
7. Are the financial statements audited by an independent accountant?			
<u>Cash Management</u>			
8. Is a separate bank account being maintained for CDBG-NDR funds?			
9. Is segregation of duties documented? (Please submit a copy)			
10. Are bank accounts reconciled monthly? (Please submit the latest copy)			
11. Are bank reconciliation statements reviewed?			
12. Are disbursements properly authorized prior to check issuance or cash outlay?			
13. Is staff responsible for handling cash fully bonded? (If not, is there an appropriate alternative assurance for the security of the funds?)			

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	<u>Yes</u>	<u>NO</u>	<u>N/A</u>
<p><u>Documentation</u></p>			
<p>14. Are disbursements supported by invoices, receipts, or similar documents?</p>			
<p>15. Are receiving reports and inventory records used as evidence for receipt of commodities and supplies?</p>			
<p>16. Are conversions of currencies properly calculated and completely documented?</p>			
<p>17. Are cost-share or matching funds properly accounted for, recorded, and documented?</p>			
<p><u>Procurement/Commodity tracking</u></p>			
<p>18. Do you have written policies and procedures for procurement of goods and services?</p>			
<p>19. Do you have a fixed assets listing containing information to identify items acquired by grant/contract funds?</p>			
<p>20. Do you require competitive bidding for all major procurement?</p>			
<p>21. Is the bidding process adequately documented?</p>			
<p>22. Are the functions for solicitation and evaluation of bids separate from selection of the winning bid?</p>			
<p>23. Do written agreements contain provisions which allow for legal remedies in case of breach of contract and for termination in case of default or other similar instances?</p>			
<p>24. Do you have a recordkeeping system for monitoring sub- contractor-related activities that is appropriately and adequately documented?</p>			

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	<u>Yes</u>	<u>NO</u>	<u>N/A</u>
<p><u>Reporting</u></p> <p>25. Are financial, program, and other relevant reports prepared, reviewed, and approved properly and submitted in accordance with contract's prescribed timetable?</p>			
<p><u>Personnel/Payroll</u></p> <p>26. Do you have a personnel manual?</p> <p>27. Do you require all of your employees to sign a code of conduct or conflict of interest statement?</p> <p>28. Do you have a reporting system, including proper review and approval of time allocation?</p> <p>29. Are salary rates in accordance with relevant local employment and labor laws and regulations?</p> <p>30. Are all qualified employees extended all fringe benefits required by local employment and labor laws and regulations?</p>			