

Recipient: _____ Contract #: _____

Complete sections I and III for all requests for approval of plans and design specifications, including those for neighborhood revitalization, commercial revitalization, economic development, and planning and design specifications subgrants. Complete section II only when reviewing a planning subgrant prior to processing a budget modification to award the construction funds (subgrants awarded after June 6, 2010) or when reviewing a planning subgrant that was awarded prior to June 6, 2010, and is ready to close.

I. Review of Plans and Design Specifications

Check the appropriate box.

1. Review the plans and specifications and all other documents contained in the bid package and compare them to the application narrative and service area maps. Answer the following:	
a) Do the plans and specifications contain all of the “addressed” needs described in the application narrative?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> If no, contact the Recipient. Will the Recipient be submitting separate plans for the remaining “addressed” needs? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> If separate plans are not forthcoming, the Recipient must <ol style="list-style-type: none"> request an amendment and rescore the application, or revise the plans to include all “addressed” needs. 	
b) Is there any work shown outside the service areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> If yes, is it limited to what is required to provide service to the service areas? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
c) Do the plans and specifications include non-CDBG work being funded by other sources?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> If yes, is the non-CDBG work identified separately in the bid documents? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
d) Did the application narrative include “unaddressed” need? [If no , skip to f).]	<input type="checkbox"/> Yes <input type="checkbox"/> No
e) Are any activities related to “unaddressed” needs included in the plans and specifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> If yes, are the “unaddressed” needs activities contained in the plans and specifications identified as bid alternates in the bid documents? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>Remind the Recipient that a modification must be requested and approved before “unaddressed” needs activities can be reimbursed with CDGB funds.</i>	
f) Are there bid alternates that are not related to “unaddressed” needs or to non-CDBG-funded activities? (<i>Address issues in the acceptance letter.</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
g) For economic development projects, is only the minimum infrastructure required for the business, as shown in the application, included in the plans and specifications? [2CFR225]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Comments:

Check the appropriate box.

2. Review the bid documents. Do they:	
a) Contain the current wage decision(s) needed for construction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Contain the following CDBG Supplemental Conditions (or equivalent language):	
1) Termination (Cause and Convenience) [24CFR85.36(i)(2)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
2) Access to Records [24CFR85.36(i)(10)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
3) Retention of Records (six years) [24CFR85.36(i)(11)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
4) Remedies [24CFR85.36(i)(1)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
5) Environmental Compliance (Clean Air Act and Clean Water Act) [24CFR85.36(i)(12)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
6) Energy Efficiency [24CFR85.36(i)(13)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
7) Special Equal Opportunity Provisions [24CFR85.36(i)(3)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
8) Conflict of Interest [24CFR85.36(b)(3)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
9) Utilization of Minority and Women’s Businesses [24CFR85.36(e)(1) and (2)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
10) Federal Labor Standards Provisions [24CFR85.36(i)(4), (5), and (6)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Include required bid (5%), payment (100%), and performance (100%) bonds (if over \$100,000)? [24CFR85.36(h)(1), (2), and (3)]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
d) Is the local government’s list of M/WBE firms included with the bid documents?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Has the Department issued the Environmental Release of Funds? <i>(The plans and specifications cannot be accepted until it has been issued.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	

II. Planning Grant Review: **N/A** *(This section is completed only for planning grants. If N/A, skip to section III.)*

1. Are any “addressed” needs from the application not included in the plans and design specifications that were submitted for approval? (If no , go to 2.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> If yes, the Recipient must prepare an amendment to remove the “addressed” needs that are not included in the plans and specifications and then rescore the application. The amendment and rescoring must be submitted to the Department. 	

Check the appropriate box.

<ul style="list-style-type: none"> After the Recipient submits the amendment and the new application score, is the project still fundable? <i>(The score must be higher than the score of the first unfunded planning and design specifications application.)</i> 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> <i>If the project is no longer fundable, inform the Planning Manager.</i> 	
2. For subgrants awarded before June 6, 2010, has the administrative closeout been requested? (If N/A , go to 3.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> If yes, are funds currently available to award the new NR/CR subgrant? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> If yes and there are no scoring issues, have the Recipient send the budget for the subgrant agreement and then send the agreement to the Recipient for signature. 	
<ul style="list-style-type: none"> If no, have the Recipient send you the budget for the NR/CR subgrant agreement and tell them that you will send the agreement as soon as funds are available for award. 	
3. For subgrants awarded after June 6, 2010, has the modification been requested to fully fund the subgrant as an NR or CR project? (If N/A , go to Comments.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> If yes, are funds currently available to approve the modification? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> If yes and there are no scoring issues, process the modification. If funds are not available, inform the Recipient that the modification will be processed as soon as funds are available. 	
<ul style="list-style-type: none"> If the modification has not been requested, inform the Recipient to submit it and let the Recipient know that the modification will be processed as soon as funds are available. 	
<p>Comments:</p>	

III. Conclusions

Explain any finding(s) or concern(s) in the box below and specify corrective actions the Recipient must take to resolve the issue(s). Describe any technical assistance provided.