

# HEAD START FACILITY FILE CHECKLIST

GRANTEE NAME AND ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

GRANT NUMBER: \_\_\_\_\_

AWARD DATE: \_\_\_\_\_ AWARD LEVEL: \_\_\_\_\_

CONSTRUCTION: \_\_\_\_\_ PURCHASE: \_\_\_\_\_ RENOVATION: \_\_\_\_\_

| DATE | DOCUMENT                              | COMMENTS |
|------|---------------------------------------|----------|
|      | GRANT APPLICATION                     |          |
|      | COPY OF GRANT AWARD                   |          |
|      | PRE & POST CONSTRUCTION<br>APPRAISALS |          |
|      | RFP/RFQ FOR A/E A/E CONTRACT          |          |
|      | CONSTRUCTION BID DOCUMENTS            |          |
|      | CONSTRUCTION CONTRACT                 |          |
|      | NOTICE TO PROCEED                     |          |
|      | CONSTRUCTION MEETING<br>MINUTES       |          |
|      | CONSTRUCTION DOCUMENTS                |          |
|      | INSURANCE POLICIES                    |          |
|      | INSPECTION REPORT S                   |          |
|      | NOTICE OF FEDERAL INTEREST            |          |
|      | CERTIFIED PAYROLL REPORTS             |          |
|      | PAYMENT REQUEST DOCUMENTS             |          |
|      | CERTIFIED COPY OF LOAN<br>INSTRUMENT  |          |
|      | CERTIFIED COPY OF MORTGAGE            |          |
|      | ENGINEERING CERTIFICATE               |          |