

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 APPRAISALS	
	RFP/RFQ FOR A/E A/E CONTRACT	
	CONSTRUCTION BID DOCUMENTS	
	CONSTRUCTION CONTRACT	
	NOTICE TO PROCEED	
	CONSTRUCTION MEETING MINUTES	
	CONSTRUCTION DOCUMENTS	
	INSURANCE POLICIES	
	INSPECTION REPORT S	
	NOTICE OF FEDERAL INTEREST	
	CERTIFIED PAYROLL REPORTS	
	PAYMENT REQUEST DOCUMENTS	
	CERTIFIED COPY OF LOAN INSTRUMENT	
	CERTIFIED COPY OF MORTGAGE	
	ENGINEERING CERTIFICATE	