



# Saint Louis County

Economic and Community Development Department  
www.stlouiscountymn.gov

To: 2026 CDBG Award Recipients  
Date: 9/15/2025  
Re: 2026 CDBG File Requirements

## **Contract File Requirements**

The documents listed below are required by the St. Louis County Auditor for all 2026 CDBG Grant recipients. Please submit them to Bob Brekkestran **prior** to the submission of your first reimbursement request. Electronic copies sent by email are preferred. Current documents must be submitted for the 2026 contract even if your agency or community has previously received CDBG funding.

- Fidelity Bond covering all employees handling cash and checks
- Audit Report (most current financial report available)
- List of Board Members, Staff Members and Assignments
- Organizational Chart
- Chart of Accounts
- Drug-Free Workplace Policy and Posting
- Agency Intake Form (public service projects only)
- Federal Tax Form 990 (non-profit agencies only)
- Certificate of Insurance with St. Louis County named as Additional Insured

**Please send Contract File Requirements to Bob Brekkestran at:**  
[brekkestranr@stlouiscountymn.gov](mailto:brekkestranr@stlouiscountymn.gov).

## **Bidding and Contracting**

Projects that require bidding or procurement in order to award construction or purchase of materials contracts must first consult with Jennifer Tarnowski before proceeding with bid solicitation and award. Jennifer will provide guidance with prevailing wage and procurement requirements for CDBG funding. Failure to follow this guidance may make costs incurred ineligible for CDBG reimbursement.

If you have any questions, please contact:

|                           |                                                                                    |              |
|---------------------------|------------------------------------------------------------------------------------|--------------|
| <b>Jennifer Tarnowski</b> | <a href="mailto:tarnowskij@stlouiscountymn.gov">tarnowskij@stlouiscountymn.gov</a> | 218-471-7567 |
| <b>Chandra Kreidler</b>   | <a href="mailto:kreidlerc@stlouiscountymn.gov">kreidlerc@stlouiscountymn.gov</a>   | 218-725-5006 |
| <b>Jacob Smart</b>        | <a href="mailto:smartj@stlouiscountymn.gov">smartj@stlouiscountymn.gov</a>         | 218-725-5081 |
| <b>John Stanaway</b>      | <a href="mailto:stanawayj@stlouiscountymn.gov">stanawayj@stlouiscountymn.gov</a>   | 218-471-7561 |
| <b>Brad Gustafson</b>     | <a href="mailto:gustafsonb@stlouiscountymn.gov">gustafsonb@stlouiscountymn.gov</a> | 218-742-9563 |