



# Saint Louis County

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**Nancy Nilsen**  
St. Louis County Auditor-Treasurer

May 5, 2020

To: CDBG Subrecipients

From: Jill Berg, CDBG Accountant

Subject: **CDBG FILE REQUIREMENTS**

The documents listed below are required of all 2020 CDBG Grant recipients. Please send them to me BEFORE the submission of your first reimbursement request. Electronic copies sent by email are preferred. Current documents must be submitted for this new 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 remember these documents must be in my file BEFORE any reimbursement will take place. When you do submit your expenditures for reimbursement, please use a form similar to the examples attached. With each request, the following documentation **MUST BE INCLUDED**:

- Copy of each Invoice
- Copy of your Payment Check
- Update of accomplishments by means of the Data Collection Sheet (Public Service Projects)

Please feel free to contact me with questions at 218-749-0669 or [Bergj@stlouiscountymn.gov](mailto:Bergj@stlouiscountymn.gov)

Thank you.  
Jill Berg, CDBG Accountant  
St. Louis County Auditor's Office  
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Virginia, MN 55792