Saint Louis County

Economic and Community Development Department
www.stlouiscountymn.gov

To: 2027 CDBG Award Recipients
Date: 9/1/2026
Re: 2027 CDBG File Requirements

Contract File Requirements

The documents listed below are required by the St. Louis County Auditor for all 2027 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 2027 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.

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:

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