

**EXHIBIT 1-G
PROJECT START- UP REQUIREMENTS CHECKLIST**

Project Start-Up Requirements: to be met before CDBG’S approval of first drawdown.	
Date:	
	a. Date the grant award was announced (as status: “funded”).
	b. Date of CDBG’s authorization to incur administrative costs (environmentally-exempt costs). Effective date for incurring costs: _____.
	c. Date the grant contract was executed.
	d. Official signature form completed.
	e. Official depository form completed.
	f. Project Management Plan was approved by CDBG.
	g. Project Implementation Schedule (contract Attachment A) approved by CDBG.
	h. Notice of Release of Funds issued by CDBG.
	i. All non-CDBG resources to be involved in the project are firmly committed -- <u>nine months from the date in item “a” above.</u>
	j. Interlocal (Sub-recipient or sub-grantee) Agreement, if any. – reviewed and approved by CDBG. – signed by all local parties.
	k. All required start-up Civil Rights resolutions are adopted.
	l. ADA inventory/survey was completed.
	m. ADA transition plan was created.
	n. Documentation of free/open procurement for professional services.
	o. Budgetary Authority Resolution (Exhibit 4-A) was adopted.
	p. All contract start-up terms and conditions (contract Section 17) have been fulfilled.
	q. Documentation of compliance with contract Section 25, Workers’ Compensation coverage requirements, must be received by the Department and must be kept current for the entire term of the contract.
NOTES:	