## Project Start-Up Requirements Checklist

**Date:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>a.</td>
<td>Date the grant award was announced (as status: “funded”).</td>
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<tr>
<td>b.</td>
<td>Date of CDBG’s authorization to incur administrative costs (environmentally-exempt costs). Effective date for incurring costs: __________.</td>
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<td>c.</td>
<td>Date the grant contract was executed.</td>
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<tr>
<td>d.</td>
<td>Official signature form completed.</td>
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<td>e.</td>
<td>Official depository form completed.</td>
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<tr>
<td>f.</td>
<td>Project Management Plan was approved by CDBG.</td>
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<td>g.</td>
<td>Project Implementation Schedule approved by CDBG.</td>
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<td>h.</td>
<td>Environmental Checklist/Processes completed and Notice of Release of Funds issued by CDBG.</td>
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<tr>
<td>i.</td>
<td>All non-CDBG resources to be involved in the project are firmly committed</td>
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<td>j.</td>
<td>Interlocal (Sub-recipient or sub-grantee) Agreement, if any.</td>
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<td>k.</td>
<td>All required start-up Civil Rights resolutions are adopted.</td>
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<td>l.</td>
<td>ADA inventory/survey and transition plan</td>
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<td>m.</td>
<td>Audit compliance and financial management compliance</td>
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<tr>
<td>n.</td>
<td>Documentation of procurement for professional services.</td>
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<td>o.</td>
<td>Updated Project Budget</td>
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<td>p.</td>
<td>All special contract conditions have been fulfilled.</td>
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<td>q.</td>
<td>Documentation of compliance with all other sections of the contract including but not limited to Insurance/Workers’ Compensation coverage requirements, must be received by the Department and must be kept current for the entire term of the contract.</td>
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</tbody>
</table>

**NOTES:**