Start-Up Requirements and General Grant Administration Practices

In the military, as in any organization, giving the order might be the easiest part. Execution is the real game.

-Russel Honore

Start-Up Requirements

Getting to a **Contract**

1. Management Plan
2. Implementation Schedule
3. Budget
4. Interlocal or Subrecipient Agreement (if applicable)
5. Firm Commitment of Non-CDBG Funds

Getting to **Draw Down**

1. Contract
2. Signature Certification
3. Designation of Depository
4. Program Income Plan (if applicable)
5. Civil Rights Documents
6. Insurance Certificates
7. Procurement Documentation

Getting to **Release of Funds**

1. Everything else
   and then…………
2. A, B, C, or D: Chapter 2
3. Environmental Assessment (EA)
4. FONSI & Notice
5. EA Comment Period
6. Notice & Request Release of Funds
7. Process Comment Period
8. Release of Funds

A bad system will beat a good person every time.

- W. Edwards Deming, *Total Quality Management*

General Grant Administration

Set up files:

1. Start-Up Documentation
2. Environmental Review
3. Procurement
4. Financial Management
5. Civil Rights
6. Labor Standards
7. Acquisition and Relocation (if applicable)
8. Construction Management
9. Public Involvement
10. Monitoring and Closeout

1. First check the CDBG Manual:
    http://comdev.mt.gov/CDBG/cdbggrantadminmanual.mcpx

2.   Still in doubt? Contact CDBG.
       Concerned? Contact CDBG.
       Unusual situation? Contact CDBG.

       DOCCDBG@mt.gov

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Don't procrastinate. Organize, Prioritize, and Tackle it.