

EXHIBIT 1-G
PROJECT START- UP REQUIREMENTS CHECKLIST

| Project Start-Up Requirements: to be met before CDBG’S approval of first drawdown. | |
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| 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: | |