

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

<b>Project Start-Up Requirements:</b>	
<b>Date:</b>	
	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 approved by CDBG.
	h. Environmental Checklist/Processes completed and Notice of Release of Funds issued by CDBG.
	i. All non-CDBG resources to be involved in the project are firmly committed
	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 and transition plan
	m. Audit compliance and financial management compliance
	n. Documentation of procurement for professional services.
	o. Updated Project Budget
	p. All special contract conditions have been fulfilled. *Other special conditions: _____
	q. 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.
<b>NOTES:</b>	