

HOME/HTF Affordable Housing Development Grant Administration  
Manual Tools and Resources  
**Start-Up Requirements Checklist**

Upon receiving a HOME or HTF award, recipients must complete start-up conditions as outlined below. All start-up conditions must be completed within nine months of the date of award letter.

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*Items Needed to Execute Contract:*

**Date**

- \_\_\_\_\_ Governor's Award Letter
- \_\_\_\_\_ Start-Up Letter (Authorization to incur administrative costs)
- \_\_\_\_\_ Updated Budget
- \_\_\_\_\_ Updated Implementation Schedule
- \_\_\_\_\_ Updated Management Plan (if applicable)
- \_\_\_\_\_ Completed Signatory Form
- \_\_\_\_\_ Completed Electronic Funds Transfer (EFT) Sign Up Form
- \_\_\_\_\_ Firm Commitment of Other Funding Sources  
(may be provided after contract and before initial draw for HTF)
- \_\_\_\_\_ Executed Contract with Commerce

*Items Needed before Initial Draw Request:*

**Date**

\_\_\_\_\_ Completed Environmental Review Record and Environmental Release of Funds (HOME only)

\_\_\_\_\_ Documentation of Compliance with Environmental Provisions and Authorization to Request Reimbursement of Funds (HTF only)

\_\_\_\_\_ Signed Subrecipient and/or Interlocal Agreements (if applicable)

\_\_\_\_\_ Civil Rights Documentation:

\_\_\_\_\_ Fair Housing Resolution (local governments only)

\_\_\_\_\_ Equal Employment Opportunities (EEO) Policy

\_\_\_\_\_ ADA and Section 504 Compliant Resolution Procedures

\_\_\_\_\_ ADA Self-Evaluation Inventory (local governments only)

\_\_\_\_\_ Hatch Act Resolution (local governments only)

\_\_\_\_\_ Pictures of Fair Housing and EEO Posters in Grantee's Office and/or at Project