Business Development Implementation

MEET WITH COMPANY, ESTABLISH TIME FRAME

REQUEST APPLICATION

START ENVIRONMENTAL REVIEW

PUBLIC HEARINGS

PROCURE ENGINEER AND SUBMIT CONTRACT FOR APPROVAL

MEET WITH JOB SERVICES AND COMPANY OFFICIALS

BEGIN ACQUISITION

SUBMIT APPLICATION

EXECUTE ENGINEERING CONTRACT, DESIGN PROJECT, OBTAIN PERMITS

RECEIVE GRANT AWARD FROM GRANTS ADMINISTRATION

SUBMIT START-UP CHECKLIST INFORMATION

SIGNED GRANT AWARD
ADMINISTRATIVE CONTRACT
FINANCIAL INFORMATION
SECTION 504 SCHEDULE
SUBRECIPIENT AGREEMENT

COMPLETE ENVIRONMENTAL REVIEW
SPECIAL CONDITIONS
- IMPLEMENTATION SCHEDULE
FAIR HOUSING PLAN

FINALIZE ACQUISITION

PROCURE CONSTRUCTION CONTRACTOR AND SUBMIT PROPOSED CONTRACT TO GRANTS ADMINISTRATION FOR APPROVAL

VERIFY WAGE DECISION, EXECUTE CONSTRUCTION CONTRACT AND ISSUE NOTICE TO PROCEED

HOLD PRE-CONSTRUCTION CONFERENCE

QUARTERLY REPORTS (DUE JAN. 5, APRIL 5, JULY 5, OCTOBER 5)

TRACK/MONITOR JOB CREATION

LABOR STANDARDS REVIEW PAYROLLS

CONDUCT LABOR STANDARD EMPLOYEE INTERVIEWS

CONSTRUCT PROJECT

CONTRACTOR PAYMENTS / CHANGE ORDERS

GA MONITORING: PROGRAM / JOBS

FINALIZE ALL PAYMENTS,
DEOBLIGATE GRANT,
COMPLETE CLOSE-OUT REQUIREMENTS