

# CH 1

# PROGRAM START UP REQUIREMENTS

## Introduction

Program start up refers to the completion and execution of documents and agreements required before receiving grant funds. It also should incorporate strategic planning on the recipient's part with regard to how funded activities will be managed and implemented.

This chapter provides an overview of the responsibilities of the recipient, the award process and required documents that funding recipients need to submit before receiving their funding allocation. It also provides guidance to funding recipients on how to get started as well as information about recordkeeping and compliance with other Federal regulations. Forms mentioned within this chapter are provided at the end of the chapter.

## Section 1 – The Role of the Program Administrator

Before starting a CDBG project, recipients need to assign a competent Program Administrator to manage their project and ensure that all applicable requirements are met.

- ◆ The Program Administrator is responsible for day-to-day administrative tasks and oversight responsibilities to ensure that all the regulations and requirements outlined in this manual are adhered to.
- ◆ The Program Administrator is the primary point of contact for Grants Administration and will be held responsible for the project schedule and budget, as well as reporting and recordkeeping.

The Program Administrator should assess project tasks and determine what specific services involved in the project must be sought from other agencies or through contracting. For example, an engineer may be necessary for the design and construction of an infrastructure project, or a housing inspector may be hired to inspect homes that will be rehabilitated with CDBG funds. While allowed and even encouraged for tasks that require special technical skills or knowledge, these persons play a very specific role. They are not to be considered the main point of contact or the project manager, and are not held responsible by Grants Administration when issues arise concerning project progress, budgeting or compliance.

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The Program Administrator acts as a troubleshooter and coordinates the management team. They will typically hold a meeting at start-up with the key players on the project and then continue to communicate at least quarterly and more often as necessary throughout the life of the project.

The Program Administrator must proactively manage each CDBG project, including management and supervision of other parties involved. Therefore, it is critical that the recipient think very carefully about the assignment of the Program Administrator and that the Program Administrator has the time, knowledge and skills to play this important role.

The Program Administrator represents the local government recipient and the recipient is held accountable for the performance of the grants it receives. Performance affects the recipient's ability to receive additional funds.

## Section 2 - Grant Award

Once an application for CDBG assistance has been approved, a letter from the Governor announcing the award is mailed to the Chief Elected Official (CEO) of the locality. The Department of Commerce may issue a press release. Shortly after the Governor's letter has been sent, Grants Administration will send a *Grant Agreement* to the Chief Administrative Official. (The *Grant Agreement* is provided in the Reference Manual.) This *Grant Agreement* must be executed in order for the locality to accept the CDBG Award.

- ◆ The *Grant Agreement* includes Terms and Conditions, which consist of guidelines, laws and requirements under which the grant is to be administered.
- ◆ The Agreement incorporates by reference, the CDBG application, certifications and other materials related to the CDBG application for assistance.
- ◆ The Agreement also includes the *Grant Award form*, which is the last page in the *Grant Agreement* Terms and Conditions.

All reports and correspondence received by Grants Administration must include the grant number and title.

All submissions must be addressed to:

Department of Commerce,  
Grants Administration,  
1201 Main Street,  
Suite 1600,  
Columbia, SC 29201.

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## Grant Award Form

Three *Grant Award forms* are mailed to the grant recipient along with the *Grant Agreement* and other materials.

- ◆ The *Grant Award form* identifies the following information:
  - Grant title,
  - Project category,
  - Date of award,
  - Award amount,
  - Grant period, and
  - Grant number. (Please use on all correspondence to Grants Administration concerning the project.)
- ◆ The *Grant Award form* also identifies any special conditions to the grant. Special conditions will vary from grant to grant and may address a number of different issues. Generally, the conditions will restrict the drawdown or obligation of grant funds until the conditions have been met and approved. Examples of special conditions are discussed in Section 2.
- ◆ An official of the unit of local government with legal authority to execute contracts and two elected officials must sign all three copies and return two copies to Grants Administration.
- ◆ The recipient retains one copy of the *Grant Award form* along with the *Grant Agreement* for its project files.
- ◆ The signed *Grant Award form* must be returned to Grants Administration within fifteen days of the date of award on the form.
  - Failure to return the signed Grant Award form within the specified period may result in withdrawal of the grant by Grants Administration.
- ◆ After returning the executed *Grant Agreement*, the recipient should contact the Grants Administration Grants Manager for the recipient's geographic area to obtain technical assistance on start-up requirements and general program procedures.
  - A list of the Grants Managers and their phone numbers is found on Grants Administration's web site.

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## Section 3 - CDBG Start-Up Checklist and Special Conditions

The *CDBG Start-Up Checklist* identifies the actions and documentation necessary for the recipient to complete prior to the drawdown of any CDBG funds. (A copy of the checklist is located in the attachments of this chapter). The *Start-Up Checklist* should be used as a transmittal cover when returning documents to Grants Administration or Finance. The recipient must return the checklist to Grants Administration showing the date each item was submitted to Grants Administration or to Finance. No grant funds will be released until all applicable items have been received and are found to be acceptable. After all documentation has been received and approved, a copy will be signed by the Grants Administration and Finance and returned to the local grant administrator.

The following is a summary of the required documentation that must be submitted to Grants Administration. Many of the forms required by the *Start-Up Checklist* are included in the attachments to this chapter.

- ◆ *Grant Award Form* - An official with the legal authority to enter into contracts for the recipient, along with two elected officials, must sign two copies of the *Grant Award form* and return it to Grants Administration within fifteen days of the date on the form.
- ◆ *Performance and Accomplishment Report and Proposed Activity and Beneficiary Report - EO-2* – These forms are used to indicate proposed accomplishments, outcomes, leveraging, etc. for the project, as well as the number of individuals who will benefit from project activities and their income, race and ethnicity. Numbers of total and LMI beneficiaries shown on the EO-2 must match the Target Plan submitted in the approved application. Only the proposed columns of the Performance and Accomplishment Report need to be filled out during start-up. Grant recipients should call Grants Administration, as needed, for assistance with either form. Both forms and instructions are included in the attachments to this chapter.
- ◆ *Contact Information Form* – It is important that Grants Administration have complete and up to date contact information for the grant recipient and the grant administrator. Addresses, phone and fax numbers, email addresses, and federal identification numbers (i.e., DUNS #, CAGE code) should be updated on this form and included in the start-up package. DUNS and CAGE codes relate to federal registrations required for grantees. See Chapter 14, Other Requirements for more information.

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- ◆ Administrative Contract - If the recipient intends to use a consultant for program management, there must be a contract between the recipient and the consultant. (A dated and executed copy of this contract should be in the funding recipient's files.) Remember that the method of procuring the consultant must comply with the procurement practices outlined in the applicable sections of the State CDBG Procurement procedures outlined in Chapter 8. The method of procurement, basis for selection, as well as the proposed contract and *Contract Transmittal Form, C-1* must be submitted to Grants Administration for prior approval. Please see Chapter 8: Procurement and Contracting for a copy of this form and more information. (Note: A general conflict exists where a local government awards a contract to a firm to administer its CDBG program, while the same firm is to provide engineering or architectural design service on the same project. In this case, an administrative contractor may not oversee and approve its own work.)
  - Procuring Consulting Services for Project Management - If a recipient intends to utilize the services of a Council of Government or other public agency, the procedures outlined in Chapter 8 of this manual must be followed; however, the proposed contract does not need to be submitted to Grants Administration for approval. (A dated and executed copy of this contract should be in the funding recipient's files.) If the recipient intends to use its own employees to administer the grant, no contract is necessary.
- ◆ Environmental Release/Clearance - Fulfillment of environmental review responsibilities, as outlined in Chapter 2, is required of all CDBG recipients. Proper environmental review procedures must be followed and documented. Once these procedures have been completed, the recipient submits the appropriate form as certification of compliance with environmental requirements. (See the attachments to Chapter 2.) A recipient may not draw down, obligate or expend CDBG funds for construction activities until Grants Administration has approved the Request for Release of Funds, or a Documentation of Exemption.
- ◆ Section 504 Compliance Schedule - The recipient is required to submit a schedule for meeting each of the requirements in Section 504 of the Rehabilitation Act of 1973, as amended. (Refer to Chapter 12 for more information on Section 504 requirements and the attachments to this chapter for the form.) If the recipient has already completed some of the required tasks, the date each was completed should be shown on the form.
  - If the recipient has had a *Section 504 Compliance Schedule* approved by Grants Administration in the last twelve months under another

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CDBG grant and there are no required changes to the Schedule, a copy of the schedule may be submitted with this grant number added to the Schedule.

- ◆ Fair Housing Plan - This plan must briefly describe the action(s) and schedule for each action that the recipient proposes to undertake to affirmatively further Fair Housing within the grant period. A grantee that has received several CDBG grants in the past will be expected to undertake more than the minimum action to promote fair housing in the community. (Refer to Chapter 12 for more information on Fair Housing and the attachments to this chapter for the form.)
- ◆ Grantee Section 3 Action Plan – The plan must identify the actions planned to ensure that employment, training and contracting opportunities generated by the CDBG assistance will be provided to LMI residents and qualified businesses in the Section 3-covered project area. (Refer to Chapter 8 and Chapter 12 for more information.)
- ◆ Program Income Plan – The recipient must provide a plan that identifies whether any program income will be generated by the project and whether such income will be returned to the State in accordance with CDBG requirements. The plan must be submitted with start up if it was not approved with the application. (Refer to Chapter 4 for more information and a copy of the Program Income Plan.)
- ◆ Section 102 Disclosure Report – This form is required by Section 102 of the HUD Reform Act of 1989. Such disclosures include the amount of assistance, sources and uses, and financial interests of persons in activities funded with federal funds. This form should be submitted at start up if not included with the application. (See Chapter 14 for more information and a copy of the form.)
- ◆ Subrecipient Agreement - If a recipient intends to subgrant funds to a subrecipient, such as a Local Development Corporation (LDC) or other CDBG eligible subrecipient, a subrecipient agreement is required to be submitted to Grants Administration for approval prior to its execution. (Refer to Chapter 8 for more information and the attachments to Chapter 8 for the form.)
- ◆ Special Conditions - Special conditions for a grant are found on the signature page or as an attachment to the *Grant Agreement*. The recipient should pay close attention to any special conditions attached to the award and should make every effort to clear them as promptly as possible. Failure to meet a special condition may result in the withdrawal of the grant by Grants Administration.

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- *Implementation Schedule, P-1* - The recipient may be required to update the time frame for completion of each activity that was submitted with the application. The schedule should list, in sequence, all of the major steps necessary to complete the activity. A target date for completion of each step must be listed on a month by month basis. This schedule will be utilized by Grants Administration to monitor program progress.
- Recipients may be required to attend training sponsored by Grants Administration, unless attendance is waived.
- Another condition may be to restrict the drawdown or obligation of grant funds until the specified actions have been completed and the appropriate clearances and approvals have been given by Grants Administration.

Additional special conditions may be imposed at the discretion of Grants Administration.

The following three items are to be submitted separately to Finance by the recipient:

- ◆ *Authorized Signatures for Payments and Checks Form* - This form designates the individuals who will be authorized to draw on *the Request for Payment* and sign checks. It also designates the bank and account to receive CDBG funds requested and whether the grant is advance or reimbursable. (Please see Chapter 3 for more information and the attachments to Chapter 3 for the form.)
- ◆ *Debarment/Suspension Certification* - Recipients must certify that no debarred, suspended, ineligible or voluntarily excluded persons or organizations will participate in this grant. The certification extends to procurement contracts for goods and services over \$100,000 or where the recipient or its officers will have a critical influence or control over any transaction relating to the contract. (Please see Chapter 8 for more information and the attachments to Chapter 8 for the form.)
- ◆ *Audit Requirements Certification Form* - The recipient certifies that it has reviewed the audit requirements and will comply with the provisions of OMB Circular A-133. If required, copies of the audit will later be submitted to Finance for review and approval. (Please see Chapter 3 for more information and the attachments to Chapter 3 for the form.)

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## Section 4 - Grant Period and Time Frame for Project Completion

The *Grant Award form* will indicate the period established for completion of all grant activities. Generally, recipients are expected to complete projects and close-out the grant within twenty-four months.

Completion of program activities within the time frames established in the approved application is extremely important since future funding decisions will take into account timely implementation. The recipient must demonstrate satisfactory program progress within six months of grant award.

Grants Administration may choose to exercise its right to recapture all unobligated CDBG funds for grants that have not made significant progress within six months of grant award. At other times during the grant period, if recipients are found in significant non-compliance with their project schedules, Grants Administration may make a determination to terminate unobligated CDBG funds or institute other sanctions, as appropriate. Recipients should always notify Grants Administration in writing when significant project delays have occurred and the reasons should be identified.

Recipients should always include a revised Implementation Schedule, P-1 when requesting a grant period extension.

If, for reasons beyond the control of the recipient, it appears that an extension beyond the approved grant period will be necessary, a written request for extension should be sent to Grants Administration on the *Budget Revision/Grant Period Extension Request form*. This form, which can be found in Chapter 15, must be accompanied by a written explanation of the project delay and a revised *Implementation Schedule, P1*. (Please refer to Chapter 15 for more information.)

Under the provisions of the National Defense Authorization Act of 1991, the State is required to have drawn down and expended all funds within five years of the date of the federal allocation. Any remaining funds (whether **obligated or unobligated**) will **not** be available for obligation or expenditure for any purpose. If for some reason the State's funds were de-obligated, this would affect any grant funds awarded to recipients that are not yet **expended**. The grant will be immediately terminated without regard to whether such funds have been obligated by the recipient.



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## Section 5 - Recordkeeping

### Overview

Recipients of CDBG funds are required to maintain files necessary to demonstrate compliance with Title I of the Housing and Community Development Act of 1974, as amended, and any other policies or regulations required by HUD or the State.

These files must be available at the local government for review by the public as well as appropriate Federal and State authorities. It is imperative that these records be maintained in an organized manner to allow monitoring of compliance with applicable federal and state guidelines. Failure to maintain adequate recordkeeping could result in an Identified Problem at monitoring.

### Record Retention

All records and project related materials must be secured and retained for three years after final close-out of the HUD allocation to the State has been approved. The State cannot close any year's CDBG allocation until every grant funded out of the year has been programmatically closed. This includes grants subsequently funded all or in part with returned or recaptured funds. Grantees will be notified when this occurs.

The only exceptions to the three-year requirement are as follows:

- ◆ If any litigation, claim, audit or other action involving the records has been started before the expiration of the three-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later.
- ◆ Records for non-expendable property have not been resolved.
- ◆ Records for non-expendable property acquired with Federal funds shall be retained for five years after its final disposition.

It is helpful to get organized in the beginning and establish a set of project files, which will be used throughout the life of the grant. The following list of suggested files should be maintained with appropriate documentation to demonstrate compliance with applicable laws and requirements. Additional documentation may be necessary for some projects, such as those addressing economic development.

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## **CDBG Suggested Files**

### ***Administrative***

- ◆ Application and Signed Certifications
- ◆ Governor's Grant Announcement Letter
- ◆ Grants Administration Grant Award Letter and Grant Agreement
- ◆ Project Budget
- ◆ Administrative Contract and Budget
- ◆ Subrecipient Agreement
- ◆ Start-Up Checklist and Attachments
- ◆ Bank Signature Form
- ◆ Amendments, Revisions, Extensions, Cost Savings Plan
- ◆ General Correspondence
- ◆ Reference Materials

### ***Environmental***

- ◆ Environmental Review Record
- ◆ Relevant Correspondence
- ◆ Copies of Public Notices and Affidavits of Publication (if applicable)
- ◆ Notice of Removal of Environmental Conditions (if applicable)

### ***Quarterly Reports***

- ◆ Quarterly Reports (Q-1)
- ◆ Implementation Schedules (P-1)
- ◆ Contract/Subcontract Activity Reports (EO-1)
- ◆ Labor Standards Reports
- ◆ Section 3 Reports

### ***Monitoring***

- ◆ Monitoring Letter from Grants Administration/Finance
- ◆ Response to Findings
- ◆ Clearance of Findings

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## ***National Objectives***

- ◆ Low and Moderate Income Surveys or Other LMI Documentation
- ◆ Documentation of Proposed and Actual Beneficiaries
- ◆ Target Area Census Data
- ◆ Slum and Blighted Area Designation
- ◆ Description of Blighting Conditions
- ◆ Spot Blight Inspections
- ◆ Urgent Need/Imminent Threat Documentation

## ***Citizen Participation***

- ◆ Citizen Participation Plan (resolution of adoption by local government and minutes)
- ◆ Needs Assessment
- ◆ Public Hearing Notices and Minutes
- ◆ Correspondence with Citizens

## ***Financial***

- ◆ Request for Payment Forms
- ◆ Documentation of Expenditures (invoices, contracts, canceled checks, bank statements) for CDBG and match
- ◆ Budget Revisions
- ◆ Ledgers
- ◆ Property Inventory

## ***Program Income***

- ◆ Program Income Plan
- ◆ Program Income Annual Report
- ◆ RLF Policies and Procedures (if applicable)
- ◆ Evidence of Compliance with CDBG Requirements

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## ***Procurement/Contracts***

- ◆ Bid Solicitations and Evaluation Criteria
- ◆ Proof of Advertisement for Bids
- ◆ Bid Tabulation and Evaluation
- ◆ Minutes of Public Bid Opening and Notice of Intent to Award
- ◆ Notice of Intent to Award
- ◆ Contractor/Subcontractor Eligibility and Grants Administration Approval of Contracts
- ◆ Executed Contracts (Engineering/Architectural, Construction and Administrative) and Contract Documents (Recommendation to Award and CDBG Contract Special Provisions)
- ◆ Section 3 Forms
- ◆ Architect/Engineer's Certification
- ◆ Debarment Certifications
- ◆ SC Illegal Immigration Reform Act Contractor Certification
- ◆ Bonding and Insurance
- ◆ Section 102 Form

## ***Construction Management/Labor Standards***

- ◆ Wage Requests and Determinations
- ◆ Report of Additional Classification and Rate
- ◆ Pre-Construction Conference Minutes and Attendance Record
- ◆ Notice to Proceed
- ◆ Weekly Payrolls
- ◆ Employee Authorization to Make Other Deductions
- ◆ Certificate Designating Employee to Supervise Payment
- ◆ Employee Field Interviews (HUD 11's)
- ◆ Progress and Final Inspections
- ◆ Approved Change Orders
- ◆ Correspondence Related to Construction

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## ***Acquisition (Individual Case Files documented with mail receipts, as appropriate)***

- ◆ Signed Waiver of Rights (if voluntary donation)
- ◆ Proof Preliminary Acquisition Notice and Copy of "When a Public Agency Acquires Your Property" Sent to Property Owners
- ◆ Evidence that a Competitive Process was Utilized in Selecting Appraisers
- ◆ Appraisal Contracts
- ◆ Appraisal and Review Appraisal Report or Waiver Valuation
- ◆ Evidence and Date of Personal Contacts with Property Owner
- ◆ Evidence that the Property Owner was Invited to Accompany the Appraiser
- ◆ Evidence that the Appraisal was Reviewed by Council and Just Compensation Established
- ◆ Written Offer to Purchase and Summary Statement of the Basis for the Offer of Just Compensation
- ◆ Evidence that the Items Sent to Property Owners Mailed First Class, Return Receipt Requested
- ◆ Written Acceptance or Rejection of Offer to Purchase
- ◆ Written Evidence of Negotiation (if applicable)
- ◆ Copy of Canceled Check(s)
- ◆ Summary Statement of Settlement Costs
- ◆ Copy of the Executed and Recorded Deed

## ***Demolition (Residential Structures)***

- ◆ Photographs or Video of Exterior and Interior of Building
- ◆ Code Inspection / Itemized Work Write-up
- ◆ Completed Grants Administration H-1 Form for each structure to be demolished
- ◆ Demolition Agreement and Permission
- ◆ Ordinance and evidence of compliance
- ◆ Vacancy Documentation
- ◆ Anti-Relocation and Displacement Plan

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## ***Section 3***

- ◆ Grantee Section 3 Action Plan and documentation of actions taken
- ◆ Notices of Employment and Contracting Opportunities
- ◆ Section 3 Business and Resident Certifications
- ◆ Bidders and Contractors Employment and Business Utilization Plans and Reports
- ◆ Grantee Section 3 Report

## ***Section 504***

- ◆ Section 504 Schedule
- ◆ Copy of Initial Notice of Non-discrimination and Ongoing Notices
- ◆ Section 504 Self-Evaluation and updates
- ◆ List of Agencies, Groups and Persons Participating in the Self-Evaluation Process
- ◆ Copy of Adopted Grievance Procedure
- ◆ Copy of Transition Plan and updates
- ◆ Official Designation of 504 Coordinator
- ◆ Evidence of Compliance with Transition Plan

## ***Relocation (Individual Case Files)***

- ◆ Displaced Persons
  - Identification of Displaced Persons, including: address, racial/ethnic group classification, age and sex of all household members, household income, monthly rent and utility costs, type of enterprises (if non-residential), and person's relocation needs and preferences.
  - Evidence that the person received General Information Notice
  - Evidence that the person received Written Notice of Eligibility for Relocation Assistance
  - Evidence and Dates of Personal Contacts
  - Identification of Referrals to Replacement Properties including: date of referral, rent/utility cost, date of availability, and reason person declined deferral.
  - Identification of Replacement Property including rent/utility costs and date of availability and relocation.

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- Replacement Dwelling Inspection and Date
- Approved Claim Forms and Related Documentation
- Complaints and Recipient Response
- ◆ Non-Displaced Persons
  - Evidence of Written Notice of Non-Displacement
  - Evidence the Tenant Received a Timely Offer of a reasonable opportunity to lease and occupy a dwelling on the real property and reimbursement for any expenses incurred in connection with any temporary relocation.
- ◆ Temporary Relocation
  - Approved Temporary Relocation Plan
  - Identification of household Temporarily Relocated including: name, rehab address, replacement address, pertinent relocatee financial records, dates relocatee moved and moved back, and all invoices.

## ***Fair Housing***

- ◆ Fair Housing Plan and Schedule
- ◆ Evidence of Activities to Affirmatively Further Fair Housing
- ◆ Complaints Referred to State Human Affairs Commission

## ***Equal Opportunity***

- ◆ EEO-4 Form (if applicable) or statistics on locality's workforce
- ◆ Demographic Data of Project Area, Beneficiaries and Applicants
- ◆ Identification of Minority Contractors and Vendors, and Solicitation of Bids
- ◆ Personnel Policies
- ◆ Complaints
- ◆ Copy of Employment Advertisements

## ***Housing Rehabilitation***

- ◆ Local Rehabilitation Policies and Procedures
- ◆ Marketing Efforts
- ◆ Pending Applications
- ◆ Disqualified Applicants

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- ◆ Advisory/Housing Committee Meeting Minutes
- ◆ Information on Code Enforcement Efforts
- ◆ Information on Investor Owned Properties (see Chapter 7)
- ◆ Contractor Procurement and Approved Contractor Information

## ***Individual Housing Case Files***

- ◆ Application and approval
- ◆ Lead Base Paint Hazards Notification
  - Pamphlet – Protect Your Family From Lead In Your Home
  - Lead Disclosure Notice – Homebuyer
  - Lead Disclosure Notice – Renter
  - Lead Hazard Evaluation Notice
  - Lead Hazard Presumption Notice
  - Lead Hazard Reduction Notice
- ◆ Ownership and income verification
- ◆ Initial Property Inspection Report
- ◆ Lead Safe Housing Rule Compliance Checklist
- ◆ Lead-based Paint Inspection/testing Report or Risk Assessment Report or Lead Hazard Screen Report
- ◆ Documentation of Visual assessment or risk assessment (for lead hazards)
- ◆ Work write-ups and cost estimates that Document Rehabilitation Activities and Cost Versus Lead-Based Paint Activities and Cost
- ◆ Property owner agreement, executed and recorded
- ◆ Construction bids and bid award
- ◆ Executed Contract (with contractor)
- ◆ Progress and final inspection reports
- ◆ Progress payments and final payment documentation
- ◆ Change orders
- ◆ Owner's Acceptance of Work
- ◆ Lead Based Paint Clearance Test Report



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- ◆ Warranties and Release of Liens
- ◆ Certification of Safe Work Practices

## *Optional Lead Forms*

- ◆ Elderly Waiver for Temporary Relocation
- ◆ Protection of Occupants' Belongings and Worksite Preparation for Projects with Lead Hazard Reduction Activities
- ◆ Pre-Construction Safe Work Practices Certification
- ◆ Post-Construction Safe Work Practices Certification
- ◆ Contractor/Employee Certification of Worker Training
- ◆ Clearance Report Review Worksheet
- ◆ Abatement Report Review Worksheet
- ◆ Calculating Level of Rehabilitation Assistance- Single Family Unit
- ◆ Relocation of Occupants for Projects with Lead Hazard Reduction Activities
- ◆ Prior Lead-Hazard Reduction Work

## ***Close-out***

- ◆ Grant Close-out Agreement (For CDBG Projects Not Having Submitted a Final Audit)
- ◆ Grant Award Decrease for Closeout Form
- ◆ Complete Close-out package
- ◆ Digital Photos
- ◆ Equipment Control Record Form
- ◆ Property Inventory Sheet
- ◆ Performance Accomplishments
- ◆ Evidence of Compliance with Special Grant Conditions, as applicable
- ◆ Permit to Operate or Certificate of Occupancy, as applicable
- ◆ Certified "As Built" Drawings
- ◆ Evidence of Performance Public Hearing
- ◆ Final waiver of liens
- ◆ Grantee Section 3 reports

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- ◆ Programmatic Close-out Letter
- ◆ Audits
- ◆ Grants Administration Final Close-out Letter

## Section 6 - Applicable Laws and Regulations

The following is a list of Federal laws and Executive Orders that are applicable in whole or in part to the CDBG program. (Note: This list may not be all-inclusive.) Many of these documents are provided in the Reference Manual.

- ◆ General
  - Title I of the Housing and Community Development Act of 1974, as amended
  - 24 CFR Part 570, Subpart I, Community Development Block Grant: State Program Regulations, and Subpart C, Eligible Activities
- ◆ Financial Management
  - 24 CFR Part 85, Common Rule
  - OMB Circular A-133, Audits Management
  - OMB Circular A-87, Cost Principles
- ◆ Civil Rights
  - Title VI - Civil Rights Act of 1964
  - Title VIII of the Civil Rights Act of 1968, as amended
  - Section 109 of the Housing and Community Development Act of 1974, as amended
  - Section 504 of the Rehabilitation Act of 1973, as amended
  - Executive Order 11246 - Equal Employment Opportunity, as amended by Executive Order 11375, Parts II and III
  - Executive Order 11063 - Equal Employment Opportunity, as amended by Executive Order 12259
  - Section 3 of the Housing and Urban Development Act of 1968, as amended
  - Age Discrimination Act of 1975, as amended

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- Executive Order 12432 - National Priority to Develop Minority and Women Owned Businesses
- Executive Order 12138 - National Women's Business Enterprise Policy
- Executive Order 11625 - Minority Business Participation
- Executive Order 12892 - Leadership and Coordination of Fair Housing in Federal Programs: Affirmatively Furthering Fair Housing
- ◆ Labor Standards
  - Fair Labor Standards Act
  - Contract Work Hours and Safety Standards Act
  - Davis-Bacon Act
  - Copeland "Anti-Kickback" Act
- ◆ Acquisition/Relocation
  - Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (49 CFR Part 24)
- ◆ Housing
  - Truth in Lending Act
  - Title I Consumer Protection Act
  - Lead-Based Paint Poisoning Prevention Act
  - Architectural Barriers Act of 1970 (41 CFR Part 101-107)
  - Federal Non-discrimination
  - Davis Bacon (Rehabilitation of 8 or more units in a single structure)
  - National Historic Preservation Act
- ◆ Environmental
  - National Environmental Policies Act of 1970, as amended
  - National Historic Preservation Act of 1966, as amended
  - Advisory Council on Historic Preservation (36 CFR Part 800)

To obtain copies of Federal publications, request copies from: The Superintendent of Documents, U. S. Government Printing Office, Washington, DC 20402. Phone: (202) 783-3238. Or go to the GPO web site at:  
<http://www.gpoaccess.gov/nara/index.html>

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- Executive Order 11593, Protection and Enhancement of the Cultural Environment
  - The Reservoir Salvage Act of 1960, as amended by the Archeological and Historic Preservation Act of 1974
  - Flood Disaster Protection Act of 1973, as amended
  - National Flood Insurance Reform Act of 1994
  - Executive Order 11988, Floodplain Management
  - Executive Order 11990, Protection of Wetlands
  - Coastal Zone Management Act of 1972, as amended
  - Coastal Barrier Resources Act of 1982, as amended by the Coastal Improvement Act of 1990
  - Safe Drinking Water Act of 1974, as amended
  - Endangered Species Act of 1973, as amended
  - Wild and Scenic Rivers Act of 1968, as amended
  - Clean Air Act, as amended
  - Farmland Protection Policy Act of 1981 (7 CFR Part 658)
  - Executive Order 12898 - Federal Actions to Address Environmental Justice In Minority Populations and Low Income Populations
  - Notice of Runway Clear Zone (24 CFR 51.30)
  - 40 CFR Part 149 Environmental Protection Agency Sole Source Aquifers
  - Noise Abatement and Control (24 CFR Part 51)
- 24 CFR Part 51, Environmental Review Procedures for HUD Projects

## **Chapter 1: Program Start Up Requirements Attachments**

CDBG Start-Up Checklist

Contact Information Form

Performance and Accomplishment Report

Proposed Activity and Beneficiary Report - EO-2

Proposed Activity and Beneficiary Report – EO-2 Instructions