

Implementation Steps for Public Facilities Projects

<u>Task</u>	<u>Date Complete</u>
<input type="checkbox"/> Have three copies of grant award signed by appropriate govt. representatives	_____
<input type="checkbox"/> Keep one copy for local files, and return two copies to Grants Administration	_____
<input type="checkbox"/> Identify laws and regulations binding the use of CDBG funds and review these with your local officials	_____
<input type="checkbox"/> Determine and communicate roles and responsibilities of everyone involved in grant administration	_____
<input type="checkbox"/> Set up program files (see list in Manual)	_____
<input type="checkbox"/> Begin satisfying Start Up Checklist items	_____
<input type="checkbox"/> Begin environmental review	_____
<input type="checkbox"/> Establish assessment and level of clearance finding, including historic properties and floodplains and wetlands	_____
<input type="checkbox"/> Publish/post findings/intent to request release of funds (observe correct waiting period)	_____
<input type="checkbox"/> Submit request for release of funds	_____
<input type="checkbox"/> Administrative contract with COG or consultant, if applicable	_____
<input type="checkbox"/> Procure a consultant, if applicable	_____
<input type="checkbox"/> Submit contract to Grants Administration, if for consultant	_____
<input type="checkbox"/> Sign contract before beginning work on project	_____
<input type="checkbox"/> Determine schedule and submit revised P-1 Implementation Schedule, if necessary , to ensure that project is completed within 2 years	_____
<input type="checkbox"/> Clear any special conditions placed on the grant	_____
<input type="checkbox"/> Subrecipient Agreement, if applicable	_____
<input type="checkbox"/> Prepare subrecipient agreement	_____
<input type="checkbox"/> Submit subrecipient agreement to Grants Administration for approval	_____

Implementation Steps for Public Facilities Projects (continued)

<u>Task</u>	<u>Date Complete</u>
<input type="checkbox"/> Execute subrecipient agreement, after Grants Administration approval	_____
<input type="checkbox"/> Submit Environmental Request for Release of Funds	_____
<input type="checkbox"/> Submit Section 504 Schedule	_____
<input type="checkbox"/> Submit Fair Housing Plan	_____
<input type="checkbox"/> Submit financial forms to Finance	_____
<input type="checkbox"/> Authorized signature/bank form	_____
<input type="checkbox"/> Debarment/suspension certificate	_____
<input type="checkbox"/> Audit requirement certification	_____
<input type="checkbox"/> Establish local bank account	_____
<input type="checkbox"/> Submit copy of completed Start-Up Checklist with first Request for Payment	_____
For job creation projects	
<input type="checkbox"/> With Grants Administration, meet with company(ies) HR person(s)	_____
<input type="checkbox"/> Discuss their commitment (# jobs/%LMI) and record-keeping requirements.	_____
<input type="checkbox"/> Discuss timeframe	_____
<input type="checkbox"/> Advise that local administrator will conduct an on-site visit quarterly and that Grants Administration will monitor when initial hiring is complete	_____
<input type="checkbox"/> Submit first quarterly report when due (first reporting date shown on Grant Award)	_____
<input type="checkbox"/> Continue to submit quarterly reports as due (the 5 th of January, April, July, October)	_____
<input type="checkbox"/> Procure an engineer/architect to design the project and provide construction oversight (follow local and Grants Administration RFP/RFQ procurement requirements)	_____
<input type="checkbox"/> Prepare request for proposals/qualifications and solicit/advertise	_____
<input type="checkbox"/> Committee meets to review proposals	_____

Implementation Steps for Public Facilities Projects (continued)

<u>Task</u>	<u>Date Complete</u>
<input type="checkbox"/> Negotiate with top firm	_____
<input type="checkbox"/> Send C-1 checklist items to Grants Administration for review	_____
<input type="checkbox"/> Obtain Grants Administration approval	_____
<input type="checkbox"/> Execute contract	_____
<input type="checkbox"/> Meet/talk with engineer regularly to address any problems or issues & ensure that all necessary permits are being obtained	_____
<input type="checkbox"/> Keep track of timeliness of engineer and project progress	_____
<input type="checkbox"/> Determine if acquisition of property will be necessary and if so, clarify what parcels will be needed	_____
<input type="checkbox"/> Acquire any easements/property needed to build the project (follow URA)	_____
<input type="checkbox"/> Issue first notice of intent to acquire/apprise owner of rights	_____
<input type="checkbox"/> Obtain preliminary title evidence, boundary survey, legal description	_____
<input type="checkbox"/> Select appraiser and have appraisal conducted, inviting owner to accompany visit	_____
<input type="checkbox"/> Select review appraiser and have review conducted	_____
<input type="checkbox"/> Establish just compensation	_____
<input type="checkbox"/> Execute donation of property form, if applicable	_____
<input type="checkbox"/> Provide written purchase offer	_____
<input type="checkbox"/> Negotiate with owner	_____
<input type="checkbox"/> Have deed recorded and obtain copy for file	_____
<input type="checkbox"/> Pay any costs associated with acquisition, prepare a summary statement of costs and maintain documentation for file	_____
<input type="checkbox"/> Request a wage determination from Grants Administration for inclusion in construction contract	_____
<input type="checkbox"/> Procure construction contractor (follow local & Grants Administration procedures)	_____
<input type="checkbox"/> Prepare bid package and advertise for/solicit bids	_____

Implementation Steps for Public Facilities Projects (continued)

<u>Task</u>	<u>Date Complete</u>
<input type="checkbox"/> Open bids publicly at scheduled date, time, place	_____
<input type="checkbox"/> Review bids & determine lowest responsive and responsible bidder	_____
<input type="checkbox"/> Issue Notice of Intent to Award	_____
<input type="checkbox"/> Send C-1 checklist items to Grants Administration for review	_____
<input type="checkbox"/> After Grants Administration approval, execute contract with wage decision and labor standards (this may not be done prior to the issuance of the Notice of Removal of Environmental Conditions)	_____
<input type="checkbox"/> Conduct a pre-construction conference and explain labor standards requirements and discuss roles, responsibilities and expectations. Check if additional job classifications will be necessary. Keep minutes on file	_____
<input type="checkbox"/> Issue Notice to Proceed to contractor	_____
<input type="checkbox"/> Certify/verify income for households to be connected , if applicable	_____
<input type="checkbox"/> Continue to coordinate with engineer and contractor	_____
<input type="checkbox"/> Visit construction site on a regular basis, keeping track of progress and project schedule	_____
<input type="checkbox"/> Labor standards requirements (ongoing)	_____
<input type="checkbox"/> Obtain and review contractor payrolls weekly for compliance	_____
<input type="checkbox"/> Check to be sure all job classifications are on wage decision	_____
<input type="checkbox"/> Obtain any authorizations to sign payrolls	_____
<input type="checkbox"/> Obtain any authorizations for deductions from employees' pay	_____
<input type="checkbox"/> Conduct employee interviews (HUD 11s) and compare against wage decision and payrolls	_____
<input type="checkbox"/> Review invoices and approve payments based on progress inspections of work completed	_____
<input type="checkbox"/> Any change orders totaling 10% of the contract, or \$10,000 must be submitted to Grants Administration for review and approval prior to execution	_____

Implementation Steps for Public Facilities Projects (continued)

<u>Task</u>	<u>Date Complete</u>
Lateral water/sewer connections/Indoor plumbing	
<input type="checkbox"/> If >12 months since income certification completed, must re-certify	_____
<input type="checkbox"/> Procure & contract for lateral connections, if not already completed	_____
<input type="checkbox"/> Inspect laterals and limited rehabilitation	_____
<input type="checkbox"/> Be sure that all LMI residents are connected to system	_____
<input type="checkbox"/> Obtain/compile list of all residents connected to the system	_____
<input type="checkbox"/> Review locality compliance with Section 504	_____
<input type="checkbox"/> Designate Section 504 Coordinator	_____
<input type="checkbox"/> Advertise Initial/Ongoing Notice of Non-Discrimination	_____
<input type="checkbox"/> Conduct Self Evaluation Plan	_____
<input type="checkbox"/> Conduct Transition Plan	_____
<input type="checkbox"/> Local Government adoption of Plan	_____
<input type="checkbox"/> Implement Transition Plan	_____
<input type="checkbox"/> Undertake progressive activities to affirmatively further fair housing	_____
<input type="checkbox"/> If project period is close to expiring, submit a request for extension and revised P-1 Schedule	_____
<input type="checkbox"/> If budget needs to be changed, submit request for budget revision	_____
<input type="checkbox"/> If there is a proposed change in scope or beneficiaries for the project, submit an amendment request	_____
<input type="checkbox"/> Keep a Civil Rights/Equal Opportunity file	_____
<input type="checkbox"/> EEO-4 Form or statistics on locality's workforce	_____
<input type="checkbox"/> Demographic data of project area, beneficiaries and applicants	_____
<input type="checkbox"/> Identification of minority contractors and vendors, solicitation of bids	_____
<input type="checkbox"/> Personnel policies	_____

Implementation Steps for Public Facilities Projects (continued)

<u>Task</u>	<u>Date Complete</u>
<input type="checkbox"/> Evidence of Section 3 Compliance	_____
<input type="checkbox"/> Affirmative Action Plan, if any	_____
<input type="checkbox"/> Complaints	_____
<input type="checkbox"/> Copy of advertisement for employment	_____
<input type="checkbox"/> Grants Administration Monitoring	_____
<input type="checkbox"/> Prepare in advance, reviewing files for missing information	_____
<input type="checkbox"/> Discuss arrangements with appropriate government official	_____
<input type="checkbox"/> Schedule for a full day	_____
<input type="checkbox"/> Arrange for sufficient space for meeting and reviewing files	_____
<input type="checkbox"/> Arrange for visit to the site	_____
<input type="checkbox"/> Arrange for meeting with company if job creation is involved and being monitored	_____
<input type="checkbox"/> Arrange for exit interview with appropriate government official	_____
<input type="checkbox"/> Respond to monitoring letter within 30 days	_____
<input type="checkbox"/> Begin close-out process	_____
<input type="checkbox"/> Make final request for funds	_____
<input type="checkbox"/> Advertise for a final performance hearing (conduct at time convenient to residents)	_____
<input type="checkbox"/> Conduct hearing, keeping attendance log and minutes of hearing	_____
<input type="checkbox"/> Obtain as-built drawings from engineer	_____
<input type="checkbox"/> Complete close-out documents	_____
<input type="checkbox"/> Submit close-out package to Grants Administration	_____