

**OVERVIEW**

The following checklist provides an overall guide for the implementation of your approved CDBG project or activity(s). The checklist is general, some items may or may not be applicable based on the type of grant awarded. In addition to this checklist, some sections contain specific checklists for your use. If you are not sure about any aspect of the grant implementation procedures, please contact your CDBG Project Manager for guidance.

	<b>ACTION</b>	<b>SECTIONS</b>	<b>YES</b>	<b>N/A</b>
1.	Received grant award letter or incur cost letter	1	___	___
2.	Submitted Excessive Use of Force Policy; and Greenhouse Gas Emissions Reduction Policy, if capital construction project	1	___	___
3.	Submitted Residential Anti-Displacement and Relocation Assistance Plan	1, 11	___	___
4.	Negotiated contract's scope of work and budget	1	___	___
5.	Received CDBG contracts from Commerce and returned signed copies	1	___	___
6.	Received an executed contract and placed in CDBG files	1	___	___
7.	Developed local jurisdiction employment policies, procedures and Section 3	10	___	___
8.	Hired grant administrator (If not administered by a city/county employee, or by a quasi-governmental organization, the position must be advertised)	1	___	___
9.	Developed a subrecipient or partnership agreement, if applicable & submitted to Commerce for approval	1, 18	___	___
10.	Attended CDBG management workshop/webinar	1, 18	___	___
11.	Established required CDBG files	3	___	___
12.	Developed schedule for submitting required reports to Commerce <ul style="list-style-type: none"> <li>• Contract and Subcontract Activity Form due annually October 31 (Attachment 7-J)</li> <li>• Section 3 Summary Report for period July 1<sup>st</sup> through June 30<sup>th</sup>, due annually August 31<sup>st</sup> (Attachment 7-G)</li> <li>• Beneficiary Reporting Form due quarterly for Public Services Grants (Attachment 4-H) and annually for other CDBG-funded activities providing assistance during the CDBG contract period (Attachment 4-D)</li> <li>• Program Income Form, for previous calendar year, due annually February 15 (Attachment 4-A) , if applicable</li> </ul>	3, 4, 7	___	___
13.	Separate, non-interest bearing account established	4	___	___
14.	Established accounting system	4	___	___

	ACTION	SECTIONS	YES	N/A
15.	Complied with Special Conditions (if any) in CDBG contract	5	___	___
16.	Developed written Standards of Conduct (also required of subrecipients)	7, 12	___	___
17.	Developed a process for dealing with complaints	6, 14	___	___
18.	Made sure that grantee and subrecipient's advertised as Equal Opportunity Employers	5, 10	___	___
19.	Made and documented efforts to solicit Minority- and Women-Owned Businesses and Section 3 when procuring professional services	5	___	___
20.	Received at least 2 RFPs if procuring Personal Services (does not apply to Architecture and Engineering Services)	5	___	___
21.	Developed a fixed price contract for professional services which includes all federal requirements and verify exclusion records at SAM.gov for contractor prior to signing contracts (keep file copy)	5	___	___
22.	Established an Environmental Review Officer	6	___	___
23.	Prepared Environmental Review Record (ERR) and have all required documents in the ERR file	6	___	___
24.	Sent results of Environmental Review to all pertinent federal and state agencies	6	___	___
25.	Published Notice of Release of Funds or Concurrent Notice, whichever was appropriate	6	___	___
26.	Submitted Release of Funds Request and required supporting documentation to Commerce	6	___	___
27.	Received Notice of Release of Funds from Commerce	6	___	___
28.	Developed Housing Rehabilitation Program Guidelines, if applicable	9	___	___
29.	Developed bid package and specification documents	7	___	___
30.	Confirmed Davis-Bacon Act Wage Determination with CDBG Project Manager	7, 8	___	___
31.	Adopted proper bonding requirements	7	___	___
32.	Ensure applicable Section 3 plan requirements addressed	7, 8, 10	___	___
33.	Efforts to solicit Minority- and Women-Owned Businesses when procuring construction contractors	7, 8, 10	___	___
34.	Properly advertised bids for construction including required CDBG clauses	7, 10		

## SECTION 2 – GRANT IMPLEMENTATION CHECKLIST

2-3

	ACTION	SECTIONS	YES	N/A
35.	Verified Federal Wage Decision(s) 10-days prior to bid	7	___	___
36.	Properly conducted bid openings in accordance with 2 CFR 200 and Washington State Law	7	___	___
37.	Contacted CDBG Project Manager when less than two bids were received	7	___	___
38.	Verify exclusion records at SAM.gov for contractor/ subcontractors prior to signing contracts (keep file copy)	7	___	___
39.	Conducted Pre-Construction Conference	8	___	___
40.	Submitted Pre-Construction conference record to CDBG Project Manager (if held)	8	___	___
41.	Obtained required certifications and forms (Attachments 7-B, C, D, E, F, G) from prime/subcontractors prior to contracting	7, 8	___	___
42.	Submitted Notice of Contract Award and Start of Construction to Commerce (Attachment 8-B)	8	___	___
43.	Contractors developed contracts with subcontractors and included applicable federal compliance requirements	7, 8	___	___
44.	Posted applicable Davis-Bacon Act Wage Decisions and Department of Labor poster at the job site	8, 10	___	___
45.	Made sure that all contractors and subcontractors adhere to Section 3	7, 8, 10	___	___
46.	Submit Labor Package to Commerce before first A-19 construction invoice	8	___	___
47.	Submitted Required Reports	3, 4, 7	___	___
48.	Completed all Section 504 and ADA Accessibility requirements	10	___	___
49.	Completed all required Fair Housing requirements	10	___	___
50.	Identified all property purchased with CDBG funds	10	___	___
51.	Resolved any monitoring issues	15	___	___
52.	Conduct final public hearing to review project performance	16	___	___
53.	Submitted Contract Closeout Report	16	___	___
54.	Federal audit was scheduled and conducted	17	___	___
55.	Copy of audit sent to Commerce	17	___	___