

COMMUNITY DEVELOPMENT BLOCK GRANT MANAGEMENT SYSTEM

IMPLEMENTATION SCHEDULE / REVISED

Grantee's Name: _____

CDBG Project Number: _____

Mayor's/Chairman's Signature: _____

Date: _____

Mayor's/Chairman's Name: _____

Grant Administrator: _____

Purpose for Extension Request: _____

ADECA Approval of Extension: _____ / _____
Program Supervisor Unit Chief

Date: _____

| Tasks | Task Required | Responsible Party | Start Date | Completion Date | CDBG Compliance Area Specialist |
|--|--|-------------------|------------|-----------------|--|
| Attend CDBG Compliance Workshop | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | CDBG Program Supervisor Assigned to your project |
| Complete LCC requirements within 75 days of the date of the letter | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | CDBG Program Supervisor Assigned to your project |
| Execute construction contract within 180 days of the date of the letter forwarding the grant agreement | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | Kathleen Rasmussen, PhD |
| Within 10 days of executing contract, issue a Notice of Start of Construction and submit to ADECA | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | Kathleen Rasmussen, PhD |
| Complete and submit all close out documents along with final draw for administration retainage | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | CDBG Program Supervisor Assigned to your project |
| Conduct and submit Final Audit | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | CDBG Program Supervisor Assigned to your project |