

**COMMUNITY DEVELOPMENT BLOCK GRANT
MANAGEMENT SYSTEM**

IMPLEMENTATION SCHEDULE

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: _____ / _____
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