COMMUNITY DEVELOPMENT BLOCK GRANT
MANAGEMENT SYSTEM

LOCAL PROGRAM 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: _____ / _____   Date: _____
Program Supervisor   Unit Chief

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