

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

Division 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 |