

## CDBG Getting Started Checklist

The following startup conditions must be met within nine months of grant award to enter into a CDBG contract with Commerce. Once copies of these items are submitted to Commerce, a contract may be executed.

<b>Date received</b>	<b>Start-up document</b>
	Governor's award letter
	Start-up letter from Commerce
	Updated budget
	Updated implementation schedule
	Updated management plan
	Documentation of firm commitments of non-CDBG funds Source: Source: Source: Source:
	Compliance with federal and state audit requirements
	Compliance with state financial reporting requirements
	Executed CDBG contract with Commerce

After executing a contract with Commerce and prior to requesting the first request for reimbursement grantees must comply with the special contract conditions for both insurance documentation and Civil Rights Act compliance.

<b>Date received</b>	<b>Insurance documents</b>
	General liability insurance



## COMMERCE

	Professional liability insurance
	Property insurance (if applicable)
	Worker's compensation insurance
<i>All insurance documents must list Commerce as an additional insured.</i>	

Date received	Civil rights documents
	Fair housing resolution and poster
	Equal employment opportunities policy and poster
	Section 504 and ADA complaint procedures
	ADA self-evaluation inventory and transition plan
	Hatch Act resolution
	Photos of fair housing and EEO posters in grantee's office and/or at project site