

HOME/HTF Affordable Housing Development Grant Administration Manual

Tools and Resources

Start-Up Requirements Checklist

Upon receiving a HOME or HTF award, grantees must complete start-up conditions as outlined below. All start-up conditions must be completed within 9 months of the date of award letter.

Items Needed to Execute Contract:

Date	
_____	Governor’s Award Letter
_____	Start-Up Letter (Authorization to incur administrative costs)
_____	Updated Budget
_____	Updated Implementation Schedule
_____	Updated Management Plan (if applicable)
_____	Completed Signatory Form
_____	Completed Electronic Funds Transfer (EFT) Sign Up Form
_____	Firm Commitment of Other Funding Sources (may be provided after contract and before initial draw for HTF)
_____	Executed Contract with Commerce

Items Needed before Initial Draw Request:

Date	
_____	Completed Environmental Review Record and Environmental Release of Funds (HOME only)
_____	Documentation of Compliance with Environmental Provisions and Authorization to Request Reimbursement of Funds (HTF only)
_____	Signed Subrecipient and/or Interlocal Agreements (if applicable)
_____	Civil Rights Documentation
_____	Fair Housing Resolution (local governments only)
_____	Equal Employment Opportunities (EEO) Policy
_____	ADA and Section 504 Compliant Resolution Procedures
_____	ADA Self-Evaluation Inventory (local governments only)
_____	Hatch Act Resolution (local governments only)
_____	Pictures of Fair Housing and EEO Posters in Grantee’s Office and/or at Project