

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