

Nevada Governor's Office of
ECONOMIC DEVELOPMENT

CDBG Project Startup Requirements Checklist

Project Start up

Date:	
	1. Set up files for the project. Prepare a file for each heading per the Grantee Record Keeping: File Organization list.
	2. Sign Notice of Grant Award (original and copy). Return original to the Governor's Office of Economic Development (GOED).
	3. Prepare Financial Certification Letter. Send original to GOED.
	4. Develop and submit a new project budget and scope of work, if the Grant Award differs from the original application.
	5. Begin Environmental Review. Send letters to appropriate reviewing agencies, if required.
	6. After all Environmental Review responses are received, send the Environmental Package to GOED.
	7. After any required public comment periods, receive Notice to Proceed from GOED.
	8. Initiate selection process for consultant, consulting engineer, or architect (if applicable).
	9. Start process for selection of contractors (if applicable).
	10. Choose professional service providers or select contractor as applicable.
	11. Send the first Quarterly Report to GOED three (3) months after the Grant Award date of July 1 (September 30 th). Thereafter, send quarterly reports until funds exhausted and final quarterly report is sent.
	12. Make first drawdown within nine (9) months of Grant Award (by March 31 st)