**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 |