Housing Rehabilitation Implementation

RECEIVE GRANT AWARD FROM GRANTS ADMINISTRATION

INITIATE ENVIRONMENTAL REVIEW PROCESS

SUBMIT START-UP CHECKLIST INFORMATION

SIGNED GRANT AWARD
ADMINISTRATIVE CONTRACT
FINANCIAL INFORMATION
SECTION 504 SCHEDULE
SUBRECIPIENT AGREEMENT
COMPLETE ENVIRONMENTAL REVIEW
IMPLEMENTATION SCHEDULE
SPECIAL CONDITIONS
FAIR HOUSING PLAN

DEVELOP & SUBMIT REHAB. POLICIES & PROCEDURES FOR APPROVAL

QUARTERLY REPORTS (DUE JAN. 5, APRIL 5, JULY 5, OCTOBER 5)

BEGIN DRAWING FUNDS AS NEEDED UPON GRANTS ADMINISTRATION APPROVAL

ESTABLISH ELIGIBILITY OF BENEFICIARIES

SUBMIT REHAB. INSPECTOR'S CONTRACT AND EXECUTE UPON GRANTS ADMINISTRATION APPROVAL

SOLICIT CONTRACTORS (INCLUDING THOSE WITH REQUIRED CERTIFICATIONS AND LICENSES IF LEAD REDUCTION INVOLVED)

BEGIN REHAB. PROCESS: SELECT FIRST GROUP OF HOUSES, PROVIDE LEAD NOTICE, AND CONDUCT HQS PROPERTY INSPECTIONS AND APPLICABLE LEAD ASSESSMENT

DEVELOP WORK WRITE-UP / PUBLIC BODY ESTIMATE / PREPARE WORK SPECIFICATIONS

PROCURE CONTRACTOR(S) AND EXECUTE CONTRACT (INCLUDE LEAD PROVISIONS

EXECUTE GRANT / LOAN AGREEMENT

ISSUE NOTICE TO PROCEED

BEGIN REHABILITATION ENSURING LEAD SAFE WORK PRACTICES ARE FOLLOWED AND USE OF PROPERLY TRAINED SUPERVISORS AND WORKERS (IF APPLICABLE)

CONDUCT PROGRESS INSPECTIONS

PROCESS CHANGE ORDERS

PAYMENTS TO CONTRACTORS

FINAL INSPECTION / APPROVAL INCLUDING LEAD CLEARANCE AND/OR ABATEMENT REPORT (IF APPLICABLE)

SELECT NEXT GROUP OF HOUSES AND REPEAT REHABILITATION PROCESS

GRANTS ADMIN. MONITORING

FINALIZE ALL PAYMENTS AND DEOBLIGATE GRANT

CONDUCT PERFORMANCE PUBLIC HEARING AND SUBMIT CLOSE-OUT INFORMATION WITHIN 60 DAYS

RECEIVE LETTER FROM DCGP CLOSING PROJECT PROGRAMMATICALLY

SUBMIT AUDIT(S) AS REQUIRED BY DIVISION OF ADMINISTRATION

RECEIVE FINAL CLOSE-OUT LETTER FROM GRANTS ADMIN.