

Chapter 1 – How to Start the Project

Step 1: Responsible Parties

Identify the staff person or elected official of the recipient who will be responsible for the project.

While it is critical that one person have overall responsibility for the project, more than one person may be involved in the management of the funded activities. Specific individuals should be identified as soon as possible for the activities listed in the *Guidelines for Grant Administration (Exhibit 1A)*.

Step 2: Special Conditions of Award

Review the grant contract documents and instructions carefully, especially the *Special Conditions of Award* shown in the grant contract. Special conditions are tailored to your specific project and are therefore “special” as opposed to boilerplate “standard” conditions in the body of the contract. Please make note of all conditions that must be met prior to taking any action. Some special conditions may need to be addressed prior to:

- Execution of the contract;
- Obligating funds or incurring expenses;
- Drawing down funds;
- Drawing down construction funds; and
- Administrative closure.

Step 3: Excessive Force Policy- (Section 906 of the NAHA added subsection 104(1) to the HCDA)

The provision states that no CDBG funds may be obligated or expended to any unit of general local government that fails to adopt and enforce a policy of prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; or fails to adopt and enforce a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstration within its jurisdiction. Unlike a similar prohibition in FY 1990 appropriation law, the amendment to the HCDA clearly applies to all local governments, including counties.

If the recipient does not already have one, an *Excessive Force Policy* must be adopted by the City Council or Board of County Commissioners. **Exhibit 1D** contains an example of a format that may be used.

Step 4: Required Contract Documents

Return the following documents to the Department within 60 days from receipt of the contract:

- The fully signed contract marked “State Copy” with all exhibits;

- Signed *Signature Card* (Sample: **Exhibit 1B**)
- Completed *Authorization for Electronic Deposit* form (**Exhibit 1C**); and
- Evidence of adoption of an *Excessive Force Policy* (**Exhibit 1D**).

Step 5: Project File

Establish a filing system for project records. These records are to be maintained by the recipient. All project-related documents, correspondence and records must be in the file. Refer to Chapter 10 for additional information on required records.

Step 6: Budget Amendment

Determine if Oregon Municipal Budget Law will require a local budget amendment due to receipt of the grant. If a budget amendment is required, carry out the necessary actions required under state law to accomplish this amendment.

Step 7: Project Account

Set up a project account in the recipient's financial management system using the approved project budget and the "Open New Account Form" received with the grant contract. Refer to Chapter 4 for more details.

Step 8: Finding of Exemption

Designate a "Certifying Officer". The recipient's highest-ranking elected official is the certifying officer unless someone else has been officially designated. A more detailed description is found in Chapter 3.

Complete a *Finding of Exemption from Part 58 Environmental Review Requirements* for grant administration and other activities that are exempt from environmental review (**Exhibit 3C**). This **must** be completed and submitted before any grant funds are obligated for these activities. Refer to Chapter 3 for more information.

Step 9: Grant Administrator

Procure grant administration services, if needed. Refer to Chapter 5 for the procurement requirements and OBDD review procedures that must be met.

The department's Regional Coordinators will require the recipient to identify the person(s) to be involved in the administration of this project before the first draw. **Exhibit 1A** or a similar approved format may be used for designating responsibility for the project activities.

Step 10: First Draw Requirements

Complete the first draw requirements described in Chapter 2 and any necessary Special Conditions identified in the grant contract.

Step 11: Notice to Tenants

If the project will affect residents or businesses in existing structures and those tenants did not receive the required notice at the time of grant application, prepare and supply a *Notice to Tenants*, if applicable. The requirements that must be met, along with sample letters for different situations, are contained in Chapter 8.

Checklist to start-up your project

1.	Identify responsible party for Grant Administration (Exhibit 1A)
2.	Review <i>Special Conditions of Award</i> (Exhibit B of grant contract)
3.	Adopt <i>Excessive Force Policy</i> , if not already in place (Exhibit 1D)
4.	Submit the following documents to OBDD: ----- Signed Contract (sign in 3 places: main body, Exhibit C, Exhibit C1) ----- Signed <i>Signature Card</i> (sign according to instructions on back of card) (Exhibit 1B) ----- Completed <i>Authorization for Electronic Deposit (Exhibit 1C)</i> ----- Evidence of adoption of <i>Excessive Force Policy</i>
5.	Establish a project filing system (Refer to Chapter 10)
6.	Amend local budget, if necessary (Refer to Chapter 4)
7.	Set up a project account in financial management system (Refer to Chapter 4)
8a.	Identify the "Certifying Officer" (Refer to Chapter 3)
8b.	Complete and submit the <i>Finding of Exemption</i> form signed by the Certifying Officer
10.	Procure Grant Administrator, if needed (Refer to Chapter 5)
11.	Complete First Draw Requirements (Refer to Chapter 2)
12.	Prepare and supply a <i>Notice to Tenants, if applicable</i> (Refer to Chapter 8)