Step 1: Phase I Approval (see p. 5-9 in Capital Implementation Manual [CIM])

Design Professional Responsibilities:
- Create preliminary schematic drawing of project
- Provide project cost estimate

Grantee Responsibilities:
- Hire design professional
- Submit the following to MOHCD Project Manager:
  - Design professional’s proof of insurance
  - Preliminary plans
  - Project budget
  - Completed Phase 1
  - Completed MOH-1 form

MOHCD approves Phase I documents or returns them for revision
Step 2: Phase II Approval (see p. 9 - 11 in CIM)

**Grantee responsibilities:**
- Submit the following to MOHCD Project Manager:
  - Final project plans
  - Draft project manual (this includes specifications for bidding requirements, also known as a bid manual)
  - Use Notice of Intent to Solicit Bids (MOH-2 Form) to request Federal/State Wage determination from Office of Labor Standards Enforcement (OLSE).
  - Request for Plans Approval Form (MOH-1)

**Design Professional Responsibilities:**
- Create final project plans
- Submit project plans to MOD for approval
- DBI permit review
- Provide projected itemized construction costs
- AFTER Phase II documents are approved Apply for building permit if required

MOHCD approves Phase II documents or returns them for revision
Step 3: Procurement Process (See p. 11 – 26 in CIM)

**Contracts less than $10,000**
- No formal bidding required
- Grantee submits request for Contract Approval to MOHCD Project Manager (MOH-14)
- Pre-bid inspection tour required

**Contracts from $10,000 and below $250,000**
- NOT required to publicly advertise for bids
- Required to publish notice in “Bids and Contract Opportunities List”
- Pre-bid inspection tour required

**Contracts above $250,000**
- Required to publicly advertise for bids
- Required to publish notice in “Bids and Contract Opportunities List” (p.12 in CIM)
- Pre-bid inspection tour required

**Bidder responsibilities:**
- Carefully examine bid documents
- Attend pre-bid inspection tour
- Provide any written notice to grantee of objections to specifications of bid package
- Complete MOH-7 and MOH-8
- See p.17 -21 in CIM
Step 4: Post-Procurement Process
(See p.26 in CIM)

Selected contractor responsibilities:
- Attend pre-construction conference with Office of Labor Standards Enforcement (OLSE)
- After MOHCD approval of draft contract, sign the contract
- Give contract to grantee for grantee signature
- Contractor completes Form PW-100 and submits to MOHCD Project Manager
- MOHCD sets up wage reporting on LCP Tracker
- See p.26-32 in CIM

Grantee and Design Professional Responsibilities:
- Contractors submit bids and the lowest qualified bidder is chosen.
- Submit materials for MOHCD approval (see CIM for forms)
- For Federally funded projects: Submit costs reasonableness review
- Hold pre-construction conference with Office of Labor Standards Enforcement (OLSE)
- Prepare and review draft contract and submit to MOHCD Project Manager for review
- See p.32-37 in CIM

MOHCD approves construction contract or returns for revision

Grantee provides Notice to Proceed to Contractor

Work begins
Step 5: Construction Payment & Closeout (See p. 37 - 47 in CIM)

Grantee and Design Professional Responsibilities:
- Notify MOHCD Project Manager of draw meetings so they can conduct site visits
- Grantee and architect or project manager review contractor’s request for payment
- Submit request for payment to MOHCD Project Manager for review and approval by MOHCD and Office of Labor Standards Enforcement (OLSE)
- Submit request for payment in Grants Management System (GMS) following MOHCD and OLSE approval
- Pay contractor
- Submit request for final payment, certification of work completion, (MOH-16 form), demographic information form (MOH-18 form), and pay contractor final payment
- Submit annual demographic information reports to MOHCD for length of tenure period

MOHCD Responsibilities:
- MOHCD Project Manager conducts site visits
- Reviews requests for payment
- Checks with OLSE for correct payroll reporting
- After OLSE approves payroll reporting
- Approves payment in Grants Management System (GMS)
- Sends payment to Grantee

Contractor Responsibilities:
- Enter weekly payroll information into LCPTracker
- Submit sub-contractor invoices

Project is complete