

County of Greene CDBG Project Request Form

Revised 4/28/2017 CS

Date _____

Name of Municipality or other Applicant _____

Name of Person making the Request _____

Address, City, State, ZIP _____

Phone number(s) _____

Email address _____

ACTIVITY DESCRIPTION

Describe the activity sufficiently to demonstrate that it is an eligible activity, and that its scope is adequate to meet the identified needs of intended beneficiaries. Particular attention must be focused on the impact the proposed solution will have upon low and moderate income people, e.g. user fees, benefit assessments, etc.

Identify what is the problem and location of the problem.

Identify the location of the project by street name(s) if applicable.

How will the problem be corrected? Specify type and quantity of materials to be used to correct the problem.

Send this Project Request form to:

Crystal Simmons

Director, Greene County Community Development Block Program

93 East High Street Suite 210

Waynesburg, PA 15370

Phone: 724-852-5260 Fax 724-852-5372

csimmons@co.greene.pa.us

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PROJECT COMPLETION TIMETABLE

Beginning with the application submission date, outline below a reasonable timetable for project completion. Include all significant milestones, emphasizing those related to environmental clearance, procurement of third party services, plans, permits, bids, contracts, financing, acquisition of property, construction, and completion.

Here are sample tasks. If your tasks differ, please write them in. Use additional sheets if necessary.

Task	Completion Date
CDBG Grant Award	Spring 2019
Sign and Return Grant Agreement	
Receive Environmental Release	
Complete Project Design	
Obtain Construction Permits	
Receive Sealed Bids for Construction	
Obtain Release of Funds	
Award Construction Contract(s)	
Hold Pre-construction Conference	
Start of Construction	
Complete Construction	
Submit final invoice to CDBG Program Director	
Funds are drawn down	End of 3 rd year

SURVEY

The proposed project will benefit primarily low and moderate income persons. If not, your project cannot be funded with CDBG funds. Please contact Crystal Simmons at 724-852-5260 for information and help with surveys.

PROJECT BUDGET (Must use Davis-Bacon Wages)

Construction Costs \$ _____
Professional Fees (Design, Environmental Review, etc.) \$ _____
Land Acquisition (if any) \$ _____
Environmental Review \$ _____
TOTAL \$ _____

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