



Community Development Block Grant Program (CDBG) Project Request

SECTION 1 APPLICANT INFORMATION			
FIRST LAST NAME	PHONE NUMBER	EMAIL	
STREET	CITY	STATE	ZIP
SECTION 2 PROJECT INFORMATION			
PROJECT NAME <i>OPTIONAL: Attach a letter further detailing your project. Support letters also welcome.</i>			
PROJECT NARRATIVE*			
<i>*Identify what the problem is, the location by street if applicable, how the problem will be addressed and who the project will benefit</i>			
SECTION 3 PROJECT BUDGET			
\$	\$	\$	
ESTIMATED COST	GRANT REQUESTED	COMMITMENT	
SECTION 4 MILESTONES AND TIMELINE**		SECTION 5 PROJECT BUDGET	
ENTER DATE	MILESTONE	CONSTRUCTION	\$
4/1/2025	Grant Contract Awarded	ENGINEERING	\$
	Sub-Recipient Agreement Executed	OTHER	\$
	Request for Professional Services	TOTAL	\$
	Bid Specification Preparation	SECTION 6 BENEFICIARIES	
	Open Bids/Bid Tabulation		
	Contract Award	HOW MANY PEOPLE WILL BENEFIT	
	Notice to Proceed		
	Project Complete	ARE THE BENEFICIARIES LOW INCOME	
FORM COMPLETION INSTRUCTIONS			
Section 1: Enter first and last name, phone number, email and address			
Section 2: Name your project and provide a detailed narrative which outlines what, how and who.			
Section 3: Enter the estimated project cost, grant requested and commitment if applicable.			
Section 4: If you are with an agency and will be a subrecipient of funding enter dates for the milestones			
Section 5: Enter the costs for construction, engineering and other costs i.e. professional services.			
Section 6: Enter the number of persons to benefit and if they are low-to-moderate-income			

