

CDBG Project Contacts/Responsible Individuals

Grantee:

Project:

Responsible Official (Mayor or Chair of the County Commission)	Responsibilities include: signing Grant Agreements and Amendments, signing reports, requesting amendments, updating the Project Contacts form, and meeting all requirements listed in our Grant Agreement.		
NAME, TITLE			
ORGANIZATION			
MAILING ADDRESS			
PHONE		FAX	
CELL OR OTHER			
EMAIL ADDRESS			

Responsible for Project Administration (Usually the Clerk/Treasurer an/or Non Profit Organization Director)	Project administration, including preparation and submission of draw down requests.		
NAME, TITLE			
ORGANIZATION			
MAILING ADDRESS			
PHONE		FAX	
CELL OR OTHER			
EMAIL ADDRESS			

Responsible for Preparing Quarterly Reports	Responsibilities include compiling information, preparing, signing and submitting Quarterly Reports timely.		
NAME, TITLE			
ORGANIZATION			
MAILING ADDRESS			
PHONE		FAX	
CELL OR OTHER			
EMAIL ADDRESS			

Responsible for Construction Project Monitoring (Usually the Director of Public Works)		Responsibilities include overseeing construction operations, reviewing all invoices to assure that billed goods and services have been delivered, monitoring procurement requirements, construction close-out and responding to any questions the WBC has about these activities and meeting all related requirements listed in your Grant Agreement.	
NAME, TITLE			
ORGANIZATION			
MAILING ADDRESS			
PHONE		FAX	
CELL OR OTHER			
EMAIL ADDRESS			

Responsible for Federal Labor Enforcement (See Labor Standards Guide on WBC website)			
NAME, TITLE			
ORGANIZATION			
MAILING ADDRESS			
PHONE		FAX	
CELL OR OTHER			
EMAIL ADDRESS			

Responsible for Preparation and Administration of Environmental Review			
NAME, TITLE			
ORGANIZATION			
MAILING ADDRESS			
PHONE		FAX	
CELL OR OTHER			
EMAIL ADDRESS			

Signed: _____ Date: _____
Responsible Official as listed on page 1 of this form

Print Name: _____