**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 |  | | | |

APPENDIX A, page 2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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: