



Project Request Summary

| Project Information | |
|-----------------------------|--|
| Submission Date | |
| Project Name/Description | |
| Project Type | |
| Total Project Estimate Cost | |
| Project Purpose | |
| Location | |
| Anticipated Start Date | |
| Anticipated End Date | |
| Contact Name | |
| Organization | |
| Phone | |
| Email | |
| NAICS (if Applicable) | |

| Project Status Check List | Yes | No | N/A | Don't Know | Comments |
|---|-----|----|-----|------------|----------|
| Construction / New Build | | | | | |
| Primary Owner of property | | | | | |
| Contacted City/County/COG/EDO | | | | | |
| Letters of Support | | | | | |
| Project Proposal (Business Plan) | | | | | |
| Financial Projections | | | | | |
| Contractor Engaged (name) | | | | | |
| Engineer Engaged (name) | | | | | |
| Other Consultant Engaged (name) | | | | | |
| Preliminary Engineering Report (PER) Completed? | | | | | |
| Does your project have (biddable) plans and specifications completed to date? | | | | | |
| If so, have the plans and specifications been reviewed by any Entity? Who? | | | | | |
| Project Funding Sources list complete? | | | | | |
| Project Funding Uses list complete? | | | | | |



| Project Details | |
|--|--|
| Need | |
| Please describe the issue or problem that requires funding? | |
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| What do you think is the solution to this problem | |
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| Funding | |
| Funding necessary to complete the project as described above and the use of funds. What Funding Sources do you have in place for this project? What is the gap? | |
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| Can this project be broken into complete, usable phases and if so please list each phase and cost | |
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| Additional Information | |
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