Homes and Community Renewal
Housing Trust Fund Corporation

CDBG Project Schedule

Prepared By:								Preparer Email:				
Recipient Name:								Project #:		Updated On:		
Project Name:									*Public Infrastructure Only**			
Quarter of Completion	**QTR 1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
Milestones (mark "x" as applicable):												
Submit Grant Agreement												
Submit Environmental Review												
Procurement: Prof. Services												
Submit Administrative Plan												
Design Complete												
Release Invitation for Bid(s)												
Begin Construction/Project												
Construction/Project Complete												
*Submit First Drawdown***												
25% of Funds expended												
50% of Funds expended												
75% of Funds expended												
Submit Final Drawdown												
Submit Final Performance RPT												
Other												
Other												
Other												
Other												
Est. Total Amount of CDBG Funds Requested (quarterly):												
Provide a narrative description of the schedule and include details such as outliers or timeframes that may be fluid.												

Instructions

- Provide preparer information
- Recipient Name: Enter the name of the entity awarded NYS CBDG funds.
- Project #: Enter the project number if this a revised form. Otherwise use the CFA or CDOL application number
- Updated On: Enter the date of this version of the form if this is an update
- Project Name: Enter the name of the project/program as identified on the application for funding
- Milestones: To the right of each individual milestone listed on the form enter an “X” under the quarter you expect to complete the milestone
- Total Amount of Funds Requested (quarterly) $: Enter the total amount of NYS CDBG funds anticipated to be requested for each quarter
- Provide a narrative description of the schedule and include details such as outliers or timeframes that may be fluid. Attach additional pages as necessary
    - Important Milestones* include
        - *Obtaining Release of Funds within 60 days of award*
        - *Procurement/bidding activities within six (6) months of award*
        - *Initial disbursements within six (6) months of award*

*Public Infrastructure projects (water, sewer stormwater, etc.) may be granted up to 37 months to complete the project, provided that final design is complete and the project ready to bid at the end of 12 months (4th quarter)

**Recipients may request no more than 30% of soft costs prior to construction. Soft costs can include administration, program delivery, engineering, design, legal, etc.