

# CDBG CARES Act Project Schedule, Scope of Work and Performance Measures

## ATTACHMENT B- Form C2 for PUBLIC FACILITIES

Project Number _____	Subrecipient _____
_____	Project Name _____
Total CDBG Funds _____	Sub-awardee/Project Manager _____
Date _____	Prepared By _____

ACTIVITY	EXPECTED DATE OF COMPLETION/PERFORMANCE MEASURES
Grant Agreement Date	
Evidentiary Materials Approved by WVDO (30 days)	
Implementation Meeting	
Application, forms and policy and procedures review/approval by WVDO	
Environmentally Exempt Activity Determinations Retained in RE's ERR	
Submit a Request to WVDO to proceed with Exempt Activities (15 days)	
Issuance of Notice to Proceed with Exempt Activities letter by WVDO for administrative costs only	
Complete design, permits, easements	
Subrecipient Submits Monthly Draw for Non-admin. portion of project	
Environmental Review Submitted to WVDO	
WVDO Issues Authority to Use Grant Funds (AUGF)	
Prepare Bid Documents and Ads: Request Authorization to Bid, Intent to Bid	
WVDO Authorizes Bid Process to Proceed	
Advertise bid, Pre-bid conference	
Bid opens	
WVDO checks SAMs for Winning Bidder	
Subrecipient Awards Construction Contract	
Pre-construction meeting	
Notice to Proceed	
Construction Begins	
Submit reimbursement requests to WVDO at least monthly	
First quarterly report	
Monitoring Date-Insert a date which is "project 50%"	
Construction complete- Final Payment Request to WVDO	
Closeout Final-Date determined by WVDO	