

REQUEST FOR PRIOR AUTHORIZATION

(Date)

Amanda Healy
Associate Director
Virginia Department of Housing and Community Development
Program Administration and Assistance Office
600 East Main Street, Suite 300
Richmond, Virginia 23219

Re: **Request for Prior Authorization of Costs**
(Project Name)

Dear Ms. Healy:

Please accept this letter as a formal request for authorization to incur administrative costs prior to the execution of our Community Development Block Grant contract agreement with the Virginia Department of Housing and Community Development. A grant offer has been made to us under the Commonwealth of Virginia's FY 20___ Community Development Block Grant Program.

We anticipate incurring these costs effective (Date) but prior to execution of a contract agreement.

- | | |
|--|----|
| 1. Administration | \$ |
| <ul style="list-style-type: none">• Performance-based Project Budget• Project Management Plan• Local Business & Employment Plan• Procurement Procedures/Advertisements• Selection Criteria• Anti-displacement Plan• Section 504 Handicapped Requirements | |
| 2. Environmental Review Record/Notices/
Release of Funds | \$ |

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3. Workshop Attendance (if applicable) \$

4. Complete Program Design (if applicable) \$

Total Prior Authorized Costs (*Not to exceed 15% of total budget*): \$

We would appreciate your approval to incur these costs and to charge them to the grant after the signing of the grant contract agreement. **We understand that these costs will be allowed only if we have completed all requirements necessary for contract execution within ninety (90) days of our contract negotiation meeting, unless specifically extended by DHCD in writing.**

Sincerely,

(Signature of Chief Administrative Officer)

cc: *(DHCD Community Development Specialist)*