

NBRC21GEDA04 Town of Richmond (VT) - Notice to Proceed Status Request PROMPT ATTENTION REQUIRED

NBRC Admin <admin@nbrc.gov>

Mon 8/12/2024 5:46 PM

To: Josh Arneson <jarneson@richmondvt.gov>

Good day,

NBRC is requesting a status report on the above-referenced grant award, as our records show the project has not yet submitted the documentation necessary to be issued a full Notice to Proceed. Currently the project is operating under its second Notice to Proceed extension that expires on September 30, 2024. If applicable, the NTP extension deadline date is separate from any amendment documentation submitted and/or approved previously that supported an extension to the project's performance period, as reflected in your grant agreement.

If you will be able to secure a full Notice to Proceed (NTP) by September 30th, please refer to your grant agreement and/or NBRC's Grant Administration and Compliance Manual regarding the documentation necessary to receive a Notice to Proceed. Between now and fiscal year end is one of the busiest times of year for the NBRC team, and we are currently experiencing administrative delays due to the volume of requests we are receiving.

If you will be unable to secure a full NTP by September 30th, the expiration of the current extension, it would be helpful for us to understand the challenges the project has encountered since the last NTP extension was granted. Please respond to this e-mail with a brief explanation of the project's status, which includes why the project has not been able to secure a NTP and the project's plans for this project if no further extensions are approved. While NBRC prides itself on flexibility, funded in 2021, the project should be moving toward completion and closeout by September 30, 2024, based on the initial proposal for funding and our three-year period of performance allowance.

In terms of the NTP extension process, a further extension request will need to be reviewed and approved by the State where your project was funded. As a reminder, until a Full Notice to Proceed is issued by NBRC, you do not have authority to commit or expend funds (NBRC or match/cost share), beyond what was authorized under the Partial Notice to Proceed, if applicable.

If you have any questions regarding this next step, please reach out to your Local Development District (LDD) and/or the NBRC team. We are here to help keep your project on track and move to successful completion.

Thank you in advance for your prompt attention and response to this request.

Take care,

Andrea

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