Dutchess County Community Investment Programs
Extension Request Form

Municipality: _____ **Activity:** _____

Project Year: _____ **Contract End Date:** _____

Proposed Extension End Date: _____

In order to justify your request for an extension, you must submit the following:

1. A current and up to date Activity Outcome Progress Report;
2. A proposed timeline for completion (in the space provided or as an attachment); and
3. In the space below explain:
    a. Why the project was delayed, and
    b. What process has been put in place to insure the project will stay on the newly proposed timeline, if applicable.

Chief Elected Official Certification:

I hereby certify that: all that information stated herein is true and accurate, and I am authorized to submit this request on behalf of the municipality. **Check for Certification:** ☐

Name: _____ **Title**: _____ **Date:** _____

For Planning and Development Staff Use Only:

Staff Comments:

Staff Recommendation: Approved: ☐ Denied: ☐ *Staff Initials*: _____ *Date*: _____

Required Approval: Commissioner (1st extension only) ☐ **OR** CDAC: ☐

Approval:

_____	_____	**OR** _____	☐ Meeting
Eoin Wrafter, Commissioner	Date	CDAC Approval Date	☐ E-mail Poll

Revised 7/14/2017