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OFFICE USE ONLY

DATE RECEIVED FROM APPLICANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Van Alstyne CDC**

**152 N Main Drive**

**P. O. Box 2151**

**Van Alstyne, Texas 75495**

**(903) 712-2002**

**RETENTION and EXPANSION GRANT**

**NOTICE OF PROJECT COMPLETION FORM**

**Applicant and Property Information**

Applicant’s name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property address of project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Information**

Description of improvements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested grant amount: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor’s name and telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of project completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I read the Retention and Expansion Grant description and agree to all terms contained therein, including compliance with all applicable city, state, and federal codes and the one (1) year maintenance requirement. I understand that this form, along with all original invoices and receipts, serves as a request for inspection and payment.*

**APPLICANT’S SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**

Notice of Project Completion Form and final invoices are to be delivered to the Van Alstyne Community Development Corporation office at 152 N, Main Drive, Texas 75495, or submitted electronically at pboatman@cityofvanalstyne.us.