

**CDBG-DR 6-9**  
**NOTICE TO PROCEED**

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

DATE:

SUBJECT: Notice to Proceed with Construction Contract # \_\_\_\_\_

\_\_\_\_\_, located at \_\_\_\_\_ was awarded to \_\_\_\_\_, in the amount of \_\_\_\_\_, on \_\_\_\_\_. Contractor is hereby notified to commence work set forth in the contract on or before \_\_\_\_\_.

All work is to be done in accordance with plans, specifications and conditions provided in the contract.

The project must be fully complete within \_\_\_\_\_ consecutive calendar days after \_\_\_\_\_. The date of completion of all work is, therefore \_\_\_\_\_. Contractor will pay as liquidated damages, the sum of \$ \_\_\_\_\_ for each consecutive calendar day thereafter as specified in paragraph 9 of the Information for Bidders and under such conditions as provided in paragraph 19 of the General Conditions.

Please acknowledge receipt of this Notice by signing the space below and returning a copy to this office.

Please advise if there are any questions.

Sincerely,

\_\_\_\_\_, Subrecipient CEO

**Acceptance of Notice**

Receipt of the above Notice to Proceed is hereby acknowledged by \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_