

Form 1
Request to Incur Costs
(Type on Official Letterhead)

_____ (Date)

_____, Grants Division
Arkansas Economic Development Commission
900 W. Capitol Avenue, Suite 400
Little Rock, Arkansas 72201

Re: ACEDP Project # 790-0_____
Request to Incur Costs

Dear _____:

The _____ (City/County) is anticipating award of an Arkansas Community and Economic Development Program (ACEDP) grant. We are therefore requesting authority to incur costs for each of the specific activities, as justified, below: *(List activities and justification.)*

I understand that authorization to incur costs is subject to the following conditions:

1. No costs incurred prior to the date of this letter may be reimbursed.
2. All costs claimed must be reasonable and documented.
3. The Arkansas Economic Development Commission will reimburse only those costs covered by and approved in a final grant agreement and specified in a contract between the Grantee and the contractor.
4. If for any reason a grant agreement cannot be consummated, the Arkansas Economic Development Commission will not be responsible for reimbursing any costs.
5. It is expressly understood that at this time that
 - A. No judgment as to the quality and adequacy of the information submitted has been made;
 - B. No commitment of grant funds is inferred;
 - C. This authorization to incur costs in no way implies approval of the parameters of the project scope of work submitted for review; and
 - D. Any costs incurred as a result of activities inconsistent with the project scope approved by the Arkansas Economic Development Commission in the grant agreement are ineligible for reimbursement with ACEDP grant funds.

We would appreciate your concurrence with this request.

Sincerely,

(Mayor or County Judge)