



DOWNTOWN CATALYST FLEX GRANT PROGRAM

PROJECT MILESTONE EXTENSION REQUEST FORM

Administered by the City of Griffin Downtown Development Authority (DDA)

SECTION 1: GRANTEE AND PROJECT PROFILE

Grant Recipient / Company Name:

Authorized Corporate Officer:

Project Property Physical Address:

Spalding County Tax Parcel ID:

Original DDA Board Approval Date: _____

Current Contractual Performance Deadline: _____

SECTION 2: EXTENSION VARIANCE DETAILS

Note: In accordance with the revised program guidelines, each individual timeline extension request is strictly bound to a maximum duration of three (3) calendar months per petition.

Extension Request Sequence Number:

☐ 1st Request

☐ 2nd Request

☐ Subsequent Request (Specify Number): _____

Requested Extension Length:

☐ One (1) Month

☐ Two (2) Months

☐ Three (3) Months (Maximum Capped Duration)

New Proposed Project Completion Deadline: _____

SECTION 3: HARDSHIP JUSTIFICATION AND PROGRESS DOCUMENTATION

Please provide a detailed narrative describing the unforeseen, external, and non-financial construction hardships (e.g., volatile materials markets, documented labor shortages, or complex historic preservation permitting delays) that necessitate this extension request.

Required Progress Documentation Attached:

☐ Verified construction progress logs and updated master development schedule.

☐ Third-party architect, engineer, or general contractor structural delay affidavits.

☐ Formal correspondence or plan review logs from municipal building or historical regulatory bodies.

SECTION 4: GRANTEE ACKNOWLEDGMENTS AND CERTIFICATIONS

Please read and initial next to each clause to signify your understanding and compliance:

_____ No Discretionary Obligation

I explicitly understand that the DDA Board of Directors retains absolute discretionary authority over all extension petitions, and that the DDA is under no obligation to grant any timeline variance at all during the lifecycle of the project.

_____ No Precedent or Entitlement

I recognize that the submission of this form or the presence of documented development delays does not establish an entitlement, precedent, or implied obligation for approval. If an extension request was approved previously, it does not bind or obligate the DDA to approve any subsequent requests.

_____ Automatic De-obligation

I understand that failure to achieve Final Completion within the active performance deadline (or an officially approved extension window) results in the immediate and automatic termination of the Grant Agreement and the permanent de-obligation of funding.

By signing below, the undersigned representative certifies under penalty of perjury that all descriptions, timeline calculations, and attached documentation are true, accurate, and completely verifiable.

Authorized Grant Recipient Signature: _____

Date: _____

SECTION 5: ADMINISTRATIVE EVALUATION AND DETERMINATION (DDA USE ONLY)

Date Request Form Received: _____

30-Day Notice Met? ☐ Yes | ☐ No

Staff Verification: ☐ Progress logs verified | ☐ Hardship documents certified accurate

DDA Board of Directors Action:

☐ APPROVED: Timeline variance granted for (3) calendar months. New Performance Deadline established as: _____, 20.

☐ DENIED: Petition fails to justify discretionary timeline variance. Original deadline remains in full force.

DDA Board Chairperson Signature: _____

Date: _____