

Project Charter

State and Federal Infrastructure Project Authorization

1. PROJECT INFORMATION

Project Name:	[Enter project name]
Community/Jurisdiction:	[City, County, or District name]
Project Manager:	[Name and title]
Charter Date:	[MM/DD/YYYY]
Version:	[1.0]

2. FUNDING INFORMATION

Primary Funding Source (check one):

- CDBG
 ARPA/SLFRF
 Bipartisan Infrastructure Law
 State Special Public Works Fund
 USDA Rural Development
 Safe Drinking Water Revolving Fund
 Other: _____

Grant/Loan Amount:	\$
Local Match Required:	\$ (%)
Total Project Budget:	\$
Award Date:	[MM/DD/YYYY]
Expenditure Deadline:	[MM/DD/YYYY]

3. FEDERAL COMPLIANCE REQUIREMENTS

Check all requirements that apply to this project:

- Environmental Review (NEPA/SEPA)
 Davis-Bacon Prevailing Wage
 Build America Buy America (BABA)
 Section 3 (HUD projects)
 Uniform Relocation Act
 2 CFR 200 (Uniform Guidance)
 Civil Rights/Fair Housing
 Other: _____



4. PROJECT PURPOSE AND NEED

What problem does this project solve?

[Describe the community need or problem this project addresses]

What are the expected benefits?

[Describe measurable outcomes: people served, capacity added, etc.]

5. PROJECT SCOPE

What is included in this project?

[List key deliverables and work included]

What is NOT included in this project?

[List items explicitly excluded from scope]

6. KEY MILESTONES

Milestone	Target Date	Actual Date
Environmental Review Complete		
Engineering/Design Complete		
Procurement Complete		
Construction Start		
Construction Complete		
Project Closeout		

7. KEY RISKS AND ASSUMPTIONS

Top Project Risks:

Risk Description	Impact (H/M/L)	Mitigation

8. AUTHORIZATION

By signing below, I authorize this project to proceed and commit the necessary resources.

Authorized Official Signature	Date
Printed Name and Title	Organization

⚠ IMPORTANT REMINDERS:

- DO NOT start work before environmental review is complete
- READ your award special conditions carefully
- Use competitive procurement for all purchases
- Keep detailed records of ALL project activities