

SERVICE PROVIDER MINOR MAINTENANCE FUNDING REQUEST

(Read Conditions Before Completion)

INSTRUCTIONS: Use this form to request funding for minor maintenance capital projects. "Minor maintenance" is defined as a project to restore licensed physical plant and/or associated facilities and fixed equipment to acceptable standards through activities of a non-recurring nature beyond ordinary repairs and which costs less than \$100,000.

Conditions: In the case of leased property, any minor maintenance funding will require a reasonable period of time remaining on the lease. In no event may a capital project financed through this process exceed \$100,000 in OASAS funding.

IDENTIFYING INFORMATION

Full Legal Name of Applicant/Provider				Provider ID No.
Provider Headquarters Street Address	City, Town, Village	State	Zip Code	County
Contact Person's Name and Telephone No.				
Site Address of Project	City, Town, Village	State	Zip Code	County
Program(s)/Service(s) Conducted at Site			PRU No.	Certified Capacity
Name of Owner of Site		If Leased Property, No. Years Remaining on Lease		

PROJECT DESCRIPTION

A. Brief Narrative Description of the Physical Plant Problem and the Corrective Work Required

B. Estimated Total Cost:

C. Basis of Cost Estimate (Except for emergency requests, attach three written estimates obtained from vendors/contractors)

Name of Requestor <i>(Type or Print)</i>		Title/Affiliation with Provider
Signature		Date

MAIL OR FAX COMPLETED FORM TO YOUR FIELD OFFICE

FOR OASAS USE ONLY

STATEWIDE DIRECTOR APPROVAL	Signature	Date Approved	Priority (As of Approval Date)
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After signing the request, the Statewide Director of Field Operations or his/her designee sends copies to the Capital Management Bureau.