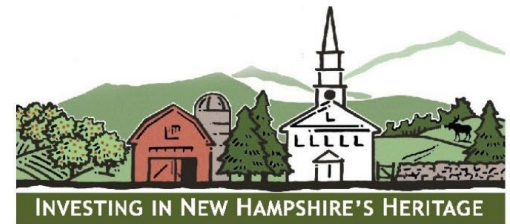


LCHIP

Land & Community Heritage Investment Program



Rehabilitation Grants: Project Completion Process Overview

1. **Complete Follow-Up Form: Estimated Timeline** *Approval required prior to submission of Pre-Construction Documentation Package.*
2. **Complete Follow-Up Form: Pre-Construction Documentation Package** *Approval required to begin work and to receive first grant installment.*

The following documentation package must be submitted to LCHIP, reviewed, and approved before work begins. LCHIP may require up to 45 days to review the submitted materials and approve the package. Revisions to these materials may be required in order to comply with LCHIP requirements.

- A. Detailed Description of LCHIP-funded Scope of Work
 - B. Project Budget
 - C. Current Estimates
 - D. Proof of Insurance
 - E. Draft Stewardship Plan
3. **Complete Follow-Up Form: Midpoint Documentation Package** *Approval required to receive second grant installment*
 - A. Midpoint Project Update
 - B. Midpoint Project Update Photo Sheet
 - C. Midpoint Project Budget
 - D. Updated Estimates *Required if Total Project Cost has increased or decreased by 10% or more*
 - E. Draft Baseline Documentation Report
 - F. Updated Proof of Insurance *if expired*
 - G. Historic Resource Plaque Request
 - H. Midpoint Site Visit *if required by LCHIP*
 - I. Stewardship Agreement Template Review
 4. **Complete Follow-Up: Final Documentation Package** *Once submitted, LCHIP will provide the draft Stewardship Agreement.*
 - A. Final Project Budget
 - B. Final Baseline Documentation Report
 - C. Final Stewardship Plan
 - D. Updated Proof of Insurance *if expired*
 - E. Publicity
 - F. Final Site Visit

Stewardship Agreement *Following submittal of the Final Documentation Package, LCHIP will provide the draft Stewardship Agreement and send it to the project proponent for review. Once approved, the project proponent signs the document, returning the original document to LCHIP via USPS. LCHIP executes the document and records it at the county registry of deeds. Once recorded, the final grant installment is sent.*