



LCHIP Historic Planning Study Checklist

Grant payments for LCHIP Historic Resource Studies are made in two disbursements, 50% near the beginning of the project and 50% when the project has been completed to LCHIP's standards. . Certain elements of the work must be completed before each payment is made. Once the work elements have been approved, it typically takes one to two weeks to process a request for disbursement.

1. First Disbursement Requirements (50%)

To receive the first disbursement, all five of the following due diligence items must be submitted, reviewed and approved by LCHIP (and the Divisions of Historical Resources "DHR"). LCHIP and our partner DHR require up to 45 days to conduct the review of plans and scope of work. Both LCHIP and the DHR make every effort to turn this review around as quickly as possible. You may be asked to revise your plan or scope of work in order to comply with the Secretary's Standards. **DO NOT BEGIN WORK UNTIL THESE ITEMS HAVE BEN APPROVED BY LCHIP.**

- a. Project Agreement The Project Agreement is the contract between LCHIP and your organization. It explains, among other things, the scope of work and the grant disbursement schedule. LCHIP will send the Project Agreement to you. It should be signed, notarized and returned to LCHIP. Project details within the agreement may be modified before it is signed if agreed to by both grant recipient and LCHIP.
- b. Plans and/or Detailed Scope of Work You must provide LCHIP with a detailed description of what will be included in the Study (you may use your RFP)
- c. Estimated Timeline This should be a realistic schedule of the time required to conduct the study from start to finish. LCHIP policy requires that projects must be completed within 24 months of the grant award date. If your timeline extends beyond this period, please include an explanation of why it does. Changes in the project timeline (including extensions of the 24 month period) may be accepted, when necessary.
- d. Proof of Match Funds You must show LCHIP that you have an amount equal to your grant award secured before your first disbursement of funds. At least half of that amount must be in cash. Depending on the source of funds, the proof of match may be bank statements, treasurer's reports, award letters from other grants, or statements from in-kind donors of the approximate value of their donation.

- e. List of Consultant(s) to be Used on the Project Provide the names of the individuals or firms that will work on the project. If the consultants have not yet been identified, please indicate when your decision will be made.
2. **Second Disbursement (50%)** The remaining 50% will be disbursed after the draft report has been presented to and approved by LCHIP for consistency with the approved scope of work.

If you have any questions, please contact the LCHIP office at (603) 224-4113.