

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

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. Once approved, work may begin and the first grant installment will be sent.

- 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

Once the MDP is approved by LCHIP, LCHIP will provide the draft Grant Agreement and send 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 the FDP is approved by LCHIP, Final Site Visit is complete, and Grant Agreement recorded, the final grant installment will be sent.

- A. Final Project Budget
- B. Final Baseline Documentation Report
- C. Final Stewardship Plan
- D. Updated Proof of Insurance
- E. Publicity
- F. Final Site Visit

5. Grant Agreement

Following submittal of the Midpoint Documentation Package, LCHIP will provide the draft Grant Agreement to the project proponent for review. After project completion, the final version will be signed via DocuSign by an authorized representative of the Recipient organization and LCHIP. LCHIP will then execute and record the Grant Agreement at the county registry of deeds. Once recorded, the executed Grant Agreement will be uploaded to the project "Documents" tab on the LCHIP grant portal and the final grant installment will be sent.