

# LCHIP

## Land & Community Heritage Investment Program



### Preservation Planning Project Completion Process Overview

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#### 1. Complete Follow-Up Form: Estimated Project Timeline

*Required in order to submit 2A-2C*

#### 2. Complete Follow-Up Form: Project Documentation Package

*Approval of 2A-2C required to receive the first grant installment*

*The project documentation package must be submitted to, and reviewed and approved by LCHIP. LCHIP may require up to 45 days to review the submitted materials and approve the package. Revisions to these materials may be needed to comply with LCHIP requirements.*

- A. Detailed Description of LCHIP-funded Scope of Work
- B. Project Budget
- C. List of Consultants with Current Estimates

#### 3. Complete Follow-Up Form: Draft Report Submission Package

*LCHIP review and approval of the draft report is required prior to development of the final report. LCHIP may require up to 45 days to review the draft report.*

- A. Project Update
- B. Upload Draft Report
- C. Updated Project Budget, *if required*

#### 4. Complete Follow-Up: Final Report Submission Package

*Approval of 4A and 4B required to receive final grant installment*

- A. Final Report
- B. Final Project Budget