

LCHIP Preservation Planning Checklist

Grant payments for LCHIP Historic Resource planning projects are made in two disbursements. Certain elements of the work must be completed before each payment is made. Once the work elements have been approved, it typically takes two to three weeks to process a request for disbursement.

1. First Disbursement Requirements (50% of grant award)

To receive your first grant payment, all five of the following items must be submitted, reviewed and approved by LCHIP before the work begins. LCHIP may require up to 30 days to conduct the review of the plans and scope of work. You may be asked to revise your plan or scope of work in order to comply with LCHIP's Planning Study requirements.

- 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. The Project Agreement should be signed, notarized and returned to LCHIP.
- 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).
- Estimated Timeline: This should be a realistic schedule of all work from beginning through completion. 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. We understand that this is an early estimate of the schedule. Changes in the project timeline (including extensions of the 24 month period) may be allowed on a case-by-case basis if deemed necessary.
- 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.
- List of Consultant(s) to be Used on the Project: List the names of the individuals or firms that will work on the project. If the contractors have not been identified yet, please indicate when your decision will be made.

2. Second Disbursement Requirements (50% of grant award)

The remaining 50% will be disbursed after the report has been presented to and approved by LCHIP for consistency with the approved scope of work and a final invoice from the consultant(s) has been submitted to LCHIP as documentation of the final project cost.