

# Façade/Awning/Signage Grant Checklist

## Grant Approval Process & Documents

\_\_\_\_\_ Meet with the Redevelopment Grant Manager to discuss eligibility and requirements

\_\_\_\_\_ Submit the following to the Redevelopment Grant Manager:

\_\_\_\_\_ Signed Acknowledgment of Façade Grant Procedure Form

\_\_\_\_\_ Signed Acknowledgment of Compliance with Façade Grant Guidelines

\_\_\_\_\_ Completed Façade/Signage/Awning Grant Application

\_\_\_\_\_ Completed Property Owner Information Form

\_\_\_\_\_ Signed Certificate of Appropriateness (COA)

\_\_\_\_\_ Photographs showing existing conditions of the area(s) to be improved

\_\_\_\_\_ Scaled plans/drawings with specifications outlining the scope of work

\_\_\_\_\_ Project budget with copies of estimates for all material and labor

(Please note that contractor performing work must be licensed in the City of Hobart)

\_\_\_\_\_ Samples of paint colors and/or materials to be used

\_\_\_\_\_ E-Verify and Signed/Notarized Affidavit (If requested amount is over \$1,000.00)

You will need to attend the Redevelopment Commission (RDC) meeting during the review of your grant application. After the grant is approved, a grant agreement needs to be signed (and witnessed through notarization) by:

\_\_\_\_\_ The applicant

\_\_\_\_\_ The building/property owner

\_\_\_\_\_ The Redevelopment Commission

**PLEASE NOTE:** The grant agreement cannot be signed or notarized by any party before the grant is approved by the RDC. Also, DO NOT apply for a building permit, purchase any materials, or start any work until after the grant agreement is recorded.

Once the grant agreement is signed and notarized, you will need to provide payment for recording fees. (Payable to the Lake County Recorder)

\_\_\_\_\_ Cashier's check     **OR**     \_\_\_\_\_ Money order

## Grant Reimbursement Documents

Once approved work is completed and paid in full, submit the following to the Redevelopment Grant Manager:

\_\_\_\_\_ Letter Stating Project Completion

\_\_\_\_\_ Completed Grant Fund Request Form

\_\_\_\_\_ Final Waiver of Lien(s) from contractor(s)

\_\_\_\_\_ Copies of cancelled checks as proof of payment

\_\_\_\_\_ Before & After Photos (electronic copies)

\_\_\_\_\_ Completed W-9

You will need to attend the RDC meeting during the review of your grant reimbursement.