



**City of Clermont - CRA
FACADE IMPROVEMENT GRANT PROGRAM
Project Time Line**

1. Complete application - Application must be completed as a computer fill-in, provided from the City's web site or sent by City staff to applicant. Contractors must have all applicable licenses as required by state and local agencies.
2. Meet with Economic Development/CRA staff prior to submittal. This will help with completion of the application and answer any questions. Quotes must be similar.
3. Staff review & evaluation (Economic Development/CRA staff and Site Review Committee as needed).
4. City/Community Redevelopment Agency (CRA) approval of application and funding.
5. Economic Development /CRA staff to meet with *recipient* and contractor(s). Grant Agreement signed. Notice to Proceed to be issued.
6. Start work -
 - a. City permits where required (building permits cannot be paid for with grant \$).
 - b. Contractor submits bills to *recipient* for payment.
 - c. *Recipient* submits copy of the paid bill to *City* for reimbursement.
7. Monthly installments may be eligible (< 75%) based on paid receipts for work completed.
8. Weekly inspections for project, or more as needed.
9. Final inspections and photos by City staff.
10. Final bills submitted to the City for reimbursement. In the event actual project costs designated to be paid for by the FIGP come in lower than the estimated contract costs, the grant shall meet, not exceed those actual costs, no matter any additional applicant costs. All bills (marked paid in full), or release of lean must be submitted for reimbursement to the city as proof of payment by the applicant.

Notes:

1. ***ANY COST FOR WORK PREVIOUSLY COMPLETED PRIOR TO AN APPROVED APPLICATION CANNOT BE REIMBURSED UNDER ANY CIRCUMSTANCE. DO NOT START ANY PHYSICAL RENOVATIONS UNTIL AFTER FINAL APPROVAL BY THE CITY/CRA, COMPLETION OF THE CONTRACT WITH THE CITY & NOTICE TO PROCEED HAS BEEN ISSUED.***
2. Contractor bills should be paid by the *recipient*, and *City* will reimburse *recipient*. The *recipient* is responsible for ANY costs over and above the grant amount.

Questions regarding this "Time Line" and any facade renovation project, please contact:

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