

Preservation Grant Compliance Checklist

Last Revised: 12/11/2015

The following is a checklist of the steps necessary to comply with a City of Aurora Preservation Grant Agreement. The tasks below must be completed by the deadline set forth in the Grant Agreement.

Grant Information:

Resolution: _____ Date: _____ HCOA Number(s): _____ Date(s): _____
Property Address _____

Section One: Purchase Order

- ___ Vendor Packet [Click Here](#)
- ___ Provide W-9 Form [Click Here](#)
- ___ Vendor Number Issued (# _____)
- ___ Purchase Order Number Issued (PO# _____)

Section Two: Certificate of Appropriateness

- ___ Application [Click Here](#) submitted including the following:
 - Photos of existing conditions
 - Material and/or color samples
- ___ Application approved and Certificate posted on the property

Section Three: Work on the Property

- ___ Contract with Contractor (Prevailing Wage)
- ___ Collect Paid Receipts
- ___ Complete the Work
- ___ Call for Final Inspection (Planning and Zoning Office Number above)

Section Four: Reimbursement Process

- ___ Submit Reimbursement Request Form (1-18) [Click Here](#)
- ___ Submit Sworn Contractor Statement (1-19). [Click Here](#) including the following:
 - Prevailing Wage Timesheets
- ___ If required - Submit Sworn Contractor Statement (1-19) [Click Here](#) from all contractors and suppliers.