



## **Steps to Complete a CRA Building and Site Improvement Grant Program Project**

1. Applicant discusses the project with the CRA Specialist, project may require pre-application meeting with other departments if development project.
2. Applicant completes and submits CRA grant application and quotes for the work being proposed.
3. Application is reviewed by the CRA Specialist and Review Committee, if necessary.
4. Once accepted by the CRA Specialist the application will go before the CRA Board if over \$10,000 or a Franchise Business, or an internal review if under \$10,000
5. Business must not claim a tax exemption (examples are charitable; religious, or educational organizations)
6. Once approval is issued for the project,
7. Applicant implements the project
  - a. Zoning and building department steps taken, permits issued, etc.
  - b. Regulatory requirements met – inspections, change of use, certificate of occupancy etc.
8. CRA Specialist verifies the project is complete and all regulatory requirements are met.
9. Applicant submits the reimbursement package including invoices for the project, proof of payment, and a memo requesting reimbursement.
10. Reimbursement check is processed and delivered to the applicant