



Preservation Grant Compliance Checklist

Last Revised: 3/14/2023

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

___ Provide W-9 Form [Click Here](#)

___ Staff will Provide Vendor Number Issued (# _____)

___ Staff will Provide Purchase Order Number Issued (PO# _____)

Section Two: Certificate of Appropriateness

___ Submit Contractor's Cost Estimate/Proposal

___ HCOA 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 if applicable)

___ Collect Paid Receipts

___ Collect Contractors Sworn Statement

___ 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 applicable