

Nazareth CIPP Façade Program: Step by Step Guide 2019



- 1) **Attend Educational Seminar:** This seminar will tell you about the CIPP Façade Program and what is required to receive funding.
 - *If you are unable to attend, please contact Downtown Manager, Elizabeth Wyant at NazDowntownMgr@gmail.com or 484-223-8270 for information.*
- 2) **Submit Notice of Intent to Apply Form:** This form gives us an idea of the type of project you are interested in completing and allows us to guide you accordingly.
 - ***DUE DATE: The Letter of Intent form is due by May 15, 2019***
 - ***Await Decision of NEDC Committee***
- 3) **Design & Submit Formal Application:** Your formal application will be used to decide whether or not your project will be awarded funding reimbursement. In addition to the basic contact information, you should be prepared to include the following in your application:
 - 2-3 bids from contractors (depending on size of project), as described in policies & procedures.
 - Architectural rendering or sketch of your proposed work
 - Narrative of Proposed Project. This is a detailed, written explanation of your project that allows the Committee to understand the work you are seeking to complete.
 - ***Await Approval to move forward from NEDC Committee***
- 4) **Sign Reimbursement Agreement:**
 - **Receive notification and obtain necessary permits:** You must ensure that you have all required permits before you begin construction. Copies of those permits must be provided to Downtown Manager.
 - **Submit your reimbursement agreement.** Once the agreement is submitted, you have three months to complete your work (as per the bid filed by the contractor you selected). Extensions may be requested if necessary. **Do not begin work until receive written Notice to Proceed.** We will be unable to reimburse any work that begins before that.
- 5) **Complete construction:**
 - Complete the construction as specified in the bid you accept.
- 6) **Submit for reimbursement:** Upon completion of your project, you are ready to submit for reimbursement. You will need the following in order to be reimbursed:
 - Digital photos of all completed work
 - Copy of all invoices paid, marked "Paid in full"
 - Photocopies of all cancelled checks and/or receipts

Nazareth Economic Development Commission
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