



Grant Process

Grant Process for a CVAP Construction Grant:

1. Complete an Initial Application.
2. Fax, e-mail or mail the Initial Application to EFC, attn: CVAP staff.
3. CVAP staff will review the Initial Application and contact you if any questions.
4. Once approved, CVAP staff will notify you to complete a Final Application.
5. Complete the Final Application and deliver to CVAP staff.
6. CVAP staff will review and work with your assigned Project Manager to address any questions or supply required documents.
7. Once the Final Application is approved, a Funding Agreement (contract) will be provided to the Authorized Representative for review and execution (sign and notarize).
8. Return the signed contract to CVAP staff.
9. EFC will sign the contract and a fully executed copy will be returned to you.
10. Complete your project!
11. Make sure to save all Proofs of Payment while completing the project.
12. Once all items on the Inspection Checklist are completed, contact CVAP staff to schedule an inspection.
13. Sign Appendix C, Request for Reimbursement from your contract and make copies of all Proofs of Payment documents to submit to EFC.
14. CVAP staff will inspect your project.
15. CVAP staff will work with you if further proofs or other documents needed.
16. Upon a successful inspection and receipt of reimbursement documents, CVAP staff will process reimbursement request for payment.
17. YOU RECEIVE YOUR CVAP GRANT FUNDING!