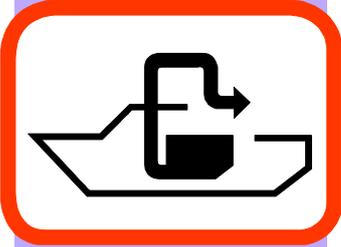


Facility  Upgrade	Grant Process
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Grant Process for a CVAP Upgrade Grant:

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