



## STOREFRONT REVITALIZATION GRANT PROGRAM

### ROUND 2 AWARDS - PROJECT TIMELINE

Listed below are important milestones that you must meet to ensure that your project will finish on time and appropriate payments are made to contractors:

1. You are expected to check in with your assigned architect at least once per month. Any issues or questions should be addressed as they arise.
2. **Unresponsive and/or uncooperative grant recipients will be ejected from the program.**
3. You must secure your own bids with contractors and make a good faith effort to get two quotes. The quotes must be approved by your architect. A list of qualified contractors can be found on our Storefront Revitalization Grant web page.
4. The Program Administrators will send an Owner/Contractor agreement to the grant recipient to be signed by both business owner and approved contractor. Contractors are required to submit proof of insurance. Once received, the Administrator will issue a Notice to Proceed, and construction may begin.
5. **At least one of your project components must be under contract with your builder and appropriate permits in place by January 31, 2025.**
6. **All components of your Storefront Revitalization Project must be fully under contract no later than August 30, 2025.**
7. **Projects must be fully complete, inspected, with work approved no later than October 31, 2025. Any projects that do not comply with this deadline will result in no further payments to contractors.**

We are here to assist you throughout the process of completing your project. Please contact [storefrontinfo@erie.gov](mailto:storefrontinfo@erie.gov) or call Tuona Batchelor (716) 858-2950 or Vicki Haas (716) 858-4613.