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## **Guidelines for the Lomond Revitalization Program**

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**(A) Purpose**

The purpose of the program is to enhance the value of homes and the aesthetics of the Lomond Neighborhood through architecturally and historically appropriate improvements. This is accomplished by awarding matching grants to homeowners within our neighborhood.

This program is a partnership of Fund for the Future of Shaker Heights, The Cleveland Restoration Society, and Certified Shaker and administered by the Lomond Revitalization Committee.

Available funding is awarded based on architecturally and historically appropriate improvements with all final decision making by The Cleveland Restoration Society, and Certified Shaker.

**(B) Administration**

Fund for the Future is administering the Program through the Lomond Revitalization Program Committee using the money provided by the Fund for the Future of Shaker Heights. The Lomond Revitalization Program Committee is responsible for the implementation and administration of the Lomond Revitalization Program, including the awarding of matching grants to homeowners and overseeing the completion of projects, and for exercising due diligence in doing so. The Fund for the Future of Shaker Heights is responsible for releasing matching grant money to the homeowner after completion of the project. The decisions of the Association, the Committee and the Fund are final.

**(C) Definitions**

The following words and phrases have the following meanings in the Guidelines.

- (1) "Association" means the Lomond Association.
- (2) "Appeal" means the process by which a grant applicant can request that the Committee and/or the Lomond Association Executive Committee reconsider a decision made by the Committee.
- (3) "City" means the City of Shaker Heights.
- (4) "Committee" means the Lomond Revitalization Program Committee of the Association.
- (5) "Executive Committee" means the committee composed of Officers of the Association and Chairpersons of Standing Committees, charged with the management of the Lomond Association.
- (6) "Fund" means the Fund for the Future of Shaker Heights.

- (7) “Home” means the single-family or the two-family home for which a homeowner seeks a matching grant.
- (8) “Homeowner” means the owner(s) of a home, the grantee(s) as determined by the County Auditor and/or Recorder.
- (9) “Matching grant” means a grant awarded to a homeowner by the Committee that the homeowner may obtain as reimbursement for money spent by the homeowner on the project, at the rate of fifty cents on the dollar.
- (10) “Neighborhood” means the Lomond neighborhood as defined by the Association.
- (11) “Owner-occupied” means the homeowner lives in the home as his or her place of residence.
- (12) “Program” means the Lomond Revitalization Program of the Association.
- (13) “Project” means a home improvement for which a homeowner seeks a matching grant.
- (14) “Project period” means the period beginning (March 12, 2011) and ending on the date the matching grant money is released to the homeowner by the Association.

- (15) “Rental unit” means a dwelling unit within a home that the homeowner either is renting to a third-party pursuant to a rental agreement, or intends to rent after completing the project.
- (16) “Selection panel” means the group of neutral third-parties delegated by the Committee to choose the homeowners to whom the Committee will award matching grants.
- (17) “Single-family home” means a home that was built as a dwelling unit for a one family.
- (18) “Two-family home” means a home that was built with and remains with two separate dwelling units for two separate families, including homes with a legal third floor dwelling unit.

**(D) Matching Grants**

- (1) The Committee will award the matching grants in two categories:
  - (a) Up to \$7,500 to the homeowner of a two-family home for an exterior project and/or an interior project that is limited to the kitchen and/or bathroom of the rental unit(s).
  - (b) Up to \$5,000 to the homeowner of a single-family home for an exterior project if the homeowner:
    - (i) Partners with a homeowner of a two-family home who submits a *Step Two: Homeowner’s Application*, in accordance with (F)(2)(b) of the Guidelines, and
    - (ii) Is not the homeowner of the two-family home.

- (2) A goal of the Program is to award at least 50% of the matching grants to homeowners of two-family homes, and about 50% of the matching grants to homeowners of single-family homes.
- (3) The Program will allow multiple applications from a single homeowner of multiple homes; however, the Program will not award more than one matching grant to a homeowner.
- (4) In awarding matching grants, the following factors will be weighed:
  - (a) Homes located on streets west of Avalon (not including Avalon) to Lee Road
  - (b) Two-family homes that are owner-occupied.
  - (c) Projects that involve significant improvements to the exterior appearance of the portions of the home that are visible from the street (“scope of project”).
  - (d) Homeowners who were members of the Association on January 1, 2010.
  - (e) Projects that, in combination with other projects, create a critical mass in the vicinity (“big splash”).
  - (f) Other factors to be determined.
- (5) The Fund will reimburse the homeowner, up to the amount of the matching grant, upon satisfactory proof that the homeowner spent his or her own money to pay expenses incurred in executing the project. Expenses incurred by the homeowner prior to receipt of a Grant Award Letter are not reimbursable. Please see: *Step Two: Committee’s Matching Grant Award & Letter to Proceed with Project* (Appendix 6).

**(E) Basic Criteria**

In addition to the other criteria in the Guidelines, the following basic criteria apply throughout the project period. All criteria must be met as a condition for payment of matching grant money. From time to time as determined by the Committee, the homeowner must provide documents verifying that the criteria are met.

- (1) Homeowners:
  - (a) Must spend at least \$1,000 of their own money in the project.

- (b) Must be and remain either current “full” member status in the Association if they live in the neighborhood, or “contributing” member status if they do not live in the neighborhood.
  - (c) Must complete the workshop that the Committee will present.
  - (d) Must not previously have received a grant for any home through the Avalon-Daleford, Lomond Revitalization Program 2009, or the Winslow grant programs that were funded by the Fund.
  - (e) Must apply for a matching grant together with all the homeowners of the home.
  - (f) Must pay a one-time, non-refundable processing fee of \$15 (cash or money order only) at the time of pre-application.
  - (g) Must spend no more than 10% of the total project or \$1,000, whichever is smaller, to correct Shaker Housing Code Violations (up to \$500 of the grant award).
- (2) Homes:
- (a) Must be located in the Neighborhood as defined by the Lomond Association.
  - (b) Must be and remain in “good standing” with Housing Inspection by the time the project is finished and not involved in Housing Court or the nuisance abatement process at the conclusion of the project. The Committee will consult with the City as to the homeowner’s status during Step One. If the homeowner is not in good standing in Step One, it is up to the homeowner to work with the city to develop a plan to ensure that they will be in “good standing” at the end of the project. If the homeowner uses a portion of this grant to resolve outstanding violations, they must adhere to the restrictions in these guidelines and understand that the City must provide a statement indicating that they are in “good standing” before reimbursement will be made. Failure to comply could result in the homeowner assuming responsibility for all expenses incurred on this project.
  - (c) Must not have had a criminal nuisance activity call to the City since January 1, 2010, and the homeowner must work with the City to address any criminal nuisance activity call that occurs during the project period.
  - (d) Throughout the project period, must be:
    - (i) Current in real estate tax payments as determined by the County Treasurer.

- (ii) Current in mortgage payments as determined by the mortgagee, and not involved in the foreclosure process.
    - (iii) Current in homeowner's insurance as determined by the insurance agency.
  - (e) Throughout the project period, rental units must have either a current Certificate of Occupancy or an exemption from the City, and be in compliance, as determined by the City.
- (3) Projects:
- (a) The homeowner must plan and complete the project in cooperation with the Committee, in consultation with the Cleveland Restoration Society, in compliance with all City codes, and according to the Guidelines. The Committee: may identify conditions that must be remedied as part of the project, and improvements that must take precedence; and will ensure that all improvements are reasonable and prudent, as well as architecturally and historically appropriate.
  - (b) If applicable to the project and available to the homeowner, the homeowner must use the City's free paint and Exterior Maintenance programs instead of grant money. Go to <http://www.shakeronline.com/about/incentive> for details.
  - (c) The homeowner must obtain all permits and approvals required for the project, and the project must pass all inspections, as determined by the City. If the homeowner uses a contractor for any work on the project, the homeowner must ensure that the contractor is registered with the City if required by the City.
  - (d) For rental units involved in the projects, the Committee will arrange to have the units inspected by the Neighborhood Revitalization office of the City and the project must meet the criteria of the Shaker Certified program.
  - (e) A project must be architecturally and historically appropriate, as well as reasonable and prudent. A significant portion of an exterior project must improve the exterior appearance of the portions of the home that are visible from the street.
    - (i) Examples of potentially approvable projects:
      - Painting
      - Sidewall shingle replacement or repair
      - Door replacement or repair
      - Driveway replacement or repair
      - Garage door replacement or repair

- Roof replacement or repair
  - Shutter replacement, repair or installation
  - Masonry replacement, repair or cleaning
  - Gutter and downspout replacement or repair
  - Garage replacement or repair
  - Safety improvements, such as lighting, or removal of overgrown shrubbery or dead trees
  - Hardscaping improvements, such as installation of stone pathways or retaining walls
- (ii) Examples of unapprovable exterior projects:
- Landscaping
  - Rear patios
  - Rear parking pads
  - Rear porches or decks
  - Vinyl or Aluminum Siding
  - Fences
  - Underground wiring
  - Projects not visible from the street
  - Window replacement or repair
- (iii) Example of unapprovable kitchen and bathroom projects:
- Appliances
  - Window treatments
  - Decorative furnishings or accessories
- (iv) Approvable paint color selections:
- All exterior color selections must be consistent with the Shaker Village palette, and approved by the Committee. The Shaker Village palette is available from the city.
  - All interior color selections must be approved by Shaker Certified.
- (f) If grant funding is used to correct existing violations, the homeowner must be in “Good Standing” with the City before reimbursement will be made. Applicants should consult the City of Shaker Heights’ Housing Inspection Department prior to initiating this process to ensure that the scope of the project will meet their expectations. Neither the Lomond Association, Fund for the Future of Shaker Heights, Lomond Revitalization Program Committee, nor the City of Shaker Heights will be responsible for expenses incurred if the city does not find your property to be in “Good Standing” at the completion of your project.

**(F) Process & Timeline**

The Committee will make decisions utilizing the Guidelines, and the following steps and timetable.

- (1) Step One: Pre-Application
  - (a) In the pre-application process, the Committee will determine which homeowners appear to meet the basic criteria in the Guidelines and therefore may go to Step Two to compete for a matching grant for a project.
  - (b) By March 12, 2011, the homeowner must submit to the Committee a completed *Step One: Homeowner's Pre-Application* (Appendix 1) together with a one-time, non-refundable processing fee of \$15 (cash or money order only).
  - (c) If the Committee determines that it appears the homeowner may meet the basic criteria in the Guidelines, the Committee will approve the pre-application and the homeowner may go to Step Two to compete for a matching grant for the project. If the Committee determines that it appears the homeowner does not meet the basic criteria in the Guidelines, the Committee will deny the pre-application and the homeowner may not go to Step Two.
  - (d) The Committee will inform the homeowner of its decision by mailing a *Step One: Committee's Decision on Homeowner's Pre-Application* (Appendix 2) to the homeowner by about March 19, 2011.
  - (e) The Committee strongly recommends that homeowners consult with the Cleveland Restoration Society about the projects prior to submitting the *Step Two: Homeowner's Application*
  - (f) The homeowner may appeal the Step One outcome in Appendix 2 by providing additional information or an explanation to show that the reason(s) for rejecting the Pre-Application is incorrect. This is a two step process. The first step is the homeowner's appeal to the Committee to reconsider its decision. This request must be made in writing within 7 days of the date written on the rejection letter. The Committee will respond to the homeowner's appeal in writing. If the homeowner is not satisfied with the first step outcome, the homeowner can proceed to the second step and submit another appeal, in writing, to the Executive Committee of the Lomond Association. The second appeal must be made within 7 days of the date written on the Committee's response to the first

appeal. The decision rendered by the Executive Committee is final. Failure to make either appeal within the specified time period waives the homeowner's right to any further appeals.

- (g) The Committee strongly recommends that homeowners consult with the City of Shaker Heights regarding the status of their property, prior to submitting the *Step Two: Homeowner's Application*.

(2) Step Two: Application

- (a) In the application process, the Selection Panel will evaluate and rank the competing applications and determine the homeowners to whom the Committee will offer matching grants.
- (b) By April 30, 2011, the homeowner must submit to the Committee a completed *Step Two: Homeowner's Application* (Appendix 3).
- (c) After the homeowner has submitted an application, the Committee will review the project proposed in the application and will visit home (site visit(s)) sometime between about May 9, 2011 to May 13, 2011. The site visit(s) will include the Cleveland Restoration Society and members of the Committee. Additional site visits may be required. These site visits may involve the City, the Neighborhood Revitalization office of the City and others as determined necessary by the Committee or the scope of the project. The purpose of the site visit(s) is to determine whether the project proposed in the application meets all the criteria in the Guidelines, to provide the opportunity for the Committee and the homeowner to consider any revisions of the application that may be needed, and to assist the homeowner in finalizing the application. In order to resolve concerns that arise during the inspection process, the homeowner may submit a revised application to the Committee by May 28, 2011.
- (d) After the site visit the Committee will inform the homeowner of the Committee's determination whether the project proposed in the homeowners application meets all the criteria in the Guidelines, by providing the homeowner with a *Step Two: Committee's Decision Regarding Homeowner's Application* (Appendix 4) by May 21, 2011. If all the criteria are not met the applicant will have a one-time resubmittal opportunity within a specified time period.
- (e) The homeowner may appeal the Step Two outcome in Appendix 4 by providing additional information or an explanation to show that the reason(s) for rejecting the Application is incorrect. This is a two step process. The first step is the homeowner's appeal to the Committee to reconsider its decision. This request must be made in writing within 7 days of the date written on the rejection letter. The Committee will respond to the homeowner's appeal in writing. If the homeowner is not

satisfied with the first step outcome, the homeowner can proceed to the second step and submit another appeal, in writing, to the Executive Committee of the Lomond Association. The second appeal must be made within 7 days of the date written on the Committee's response to the first appeal. The decision rendered by the Executive Committee is final. Failure to make either appeal within the specified time period waives the homeowner's right to any further appeals.

- (f) If the Selection Panel determines that the homeowner has submitted a winning application, the Selection Panel will recommend that the Committee approve the project proposed in the application and offer a matching grant to the homeowner in an amount determined by the Selection Panel. The Committee will accept the recommendations of the Selection Panel and will inform the homeowner of the decision by mailing a *Step Two Approval of or Denial of Homeowner's Application* (Appendix 5a or 5b) to the homeowner by about June, 11, 2011. The Selection Panel may also create a prioritized waiting list for the Committee to use in the event circumstances permit.
- (g) If the homeowner wishes to accept the matching grant, the homeowner must sign the *Homeowner's Acceptance* at the bottom of the *Step Two: Approval of Homeowner's Application* (Appendix 5a) and submit it to the Committee by June 25, 2011. The matching grant is null and void if the homeowner does not sign and submit the *Homeowner's Acceptance*, to the Committee by June 25, 2011.
- (h) If the homeowner signs the *Homeowner's Acceptance* at the bottom of the *Step Two: Approval of Homeowner's Application* (Appendix 5a) and submits it to the Committee by June 25, 2011, the Committee will award the matching grant to the homeowner. The Committee will inform homeowner of the matching grant by mailing a *Step Two: Committee's Matching Grant Award & Letter to Proceed with Project* (Appendix 6) to the homeowner by June 27, 2011. After receiving the *Step Two: Committee's Matching Grant Award & Letter to Proceed with Project* (Appendix 6) the homeowner may begin the project, and after completing the project approved by the Committee the homeowner may go to Step Three to seek reimbursement, up to the amount of the matching grant, according to the Guidelines.
- (i) If the homeowner wishes to make changes in the project, the homeowner must submit to the Committee a written proposal explaining the proposed changes; the Committee will inform the homeowner of its decision in writing.
- (j) If the Selection Panel determines that the homeowner does not meet all the criteria in the Guidelines, or has not submitted a winning application, the Selection Panel will recommend that the Committee deny the application and the homeowner may not go to Step Three. The Committee will accept

the recommendations of the Selection Panel and will inform the homeowner of the Committee's decision by mailing a *Step Two: Denial of Homeowner's Application* (Appendix 5b) to the homeowner by about June 11, 2011.

- (k) Homeowners may not request reconsideration of the decision made by the Selection Panel.

(3) Step Three: Reimbursement

- (a) In the reimbursement process, the Fund will release matching grant money up to the amount of the matching grant, to the homeowner upon satisfactory proof that the homeowner has completed the project as approved by the Committee and meets all the criteria of the Guidelines.
  - (i) Expenses incurred by the homeowner prior to receipt of a *Step Two: Committee's Matching Grant Award & Letter to Proceed with Project* (Appendix 6) are not reimbursable.
  - (ii) The homeowner must request reimbursement by submitting a single *Step Three: Homeowner's Request for Reimbursement from the Fund for the Future* (Appendix 9).
  - (iii) The homeowner may not begin the reimbursement process until after completing the project as approved by the Committee.
  - (iv) Fund for the Future of Shaker Heights, upon special request, can make a direct payment to a contractor, provided that proof of payment of the homeowner's portion is received, and that a complete invoice is received. In addition, the Fund can make a partial reimbursement to a homeowner who has completed a discrete portion of the project.
- (b) After completing the project, the homeowner must notify the Committee. The Committee and the homeowner will inspect the home to determine whether the homeowner completed the project as approved by the Committee. The inspection(s) may involve the Cleveland Restoration Society, the City, the Neighborhood Revitalization office of the City, and others as determined necessary by the Committee. After the inspection(s), the Committee will determine whether the homeowner has completed the project as approved by the Committee, or whether the homeowner must do additional work to complete the project as approved by the Committee. The Committee will inform the homeowner of its decision by mailing a *Step Three: Committee's Project Completion Inspection Report* (Appendix 7) to the homeowner. The homeowner must pass the Committee's inspection(s) in order to continue the reimbursement process.

- (c) After the Committee determines that the homeowner completed the project as approved by the Committee, the Committee will determine whether the homeowner meets the following criteria. The Committee will inform the homeowner of its decision by mailing a *Step Three: Committee's Reimbursement Checklist* (Appendix 8) to the homeowner. The homeowner must meet the criteria in order to continue the reimbursement process. The criteria are:
- (i) The homeowner completed the Committee's workshop.
  - (ii) The homeowner maintained membership in the Association.
  - (iii) The homeowner spent at least \$1,000 of own money in the project.
  - (iv) The homeowner remained current in homeowner's insurance for the home.
  - (v) The homeowner was not eligible for the City's free paint and Exterior Maintenance programs for the project.
  - (vi) The homeowner used a contractor for work on the project, and the contractor registered with the City, if required by the City.
  - (vii) The homeowner's project expenses applicable to Shaker Housing Code Violations represent no more than 10% of the total project or \$1,000, whichever is smaller, to correct Shaker Housing Code Violations (up to \$500 of the grant award) and received a letter indicating "Good Standing" status from the City Housing Inspection Department.
- (d) By (December 1, 2011) the homeowner must submit to the Fund a completed *Step Three: Homeowner's Request for Reimbursement from the Fund for the Future* (Appendix 9). Mail to: Fund for the Future of Shaker Heights, ATTENTION: Gail Gibson, 3400 Lee Road, Shaker Heights, OH 44120. The homeowner must attach to the request the following documents:
- (i) The *Step Three: Committee's Project Completion Inspection Report* (Appendix 7) showing the Committee determined that the homeowner completed the project as approved by the Committee.
  - (ii) The *Step Three: Committee's Reimbursement Checklist* (Appendix 8) showing the Committee determined that the homeowner met the criteria listed in subsection (c) above.
  - (iii) Documents that satisfy the Fund's requirements for reimbursements: All receipts and appropriate verification of money spent for all materials and labor for the project as approved by the

Committee. For homeowner purchases, this means itemized receipts for purchases together with: credit card receipts for credit card purchases; copies of canceled checks (both sides) for purchases by check; vendor statements for cash purchases; a copy of the purchase agreement, including the details the terms of the agreement and the signatures of the parties (homeowner plus the vendor, supplier, contractor, etc.), for purchases made with "6 months same as cash" or similar deferred payment agreements. For money paid to a contractor, this means a detailed account from the contractor of the contractor's labor, material and other costs, together with a credit card receipt or cancelled check showing the homeowner's payment to the contractor.

- (e) After receiving a *Step Three: Homeowner's Request for Reimbursement from the Fund for the Future* (Appendix 9) from the homeowner, the Fund will check with the City to determine whether the City issued a permit for all work involved in the project that required a permit, and the City has inspected and approved all such work. The home must meet that criteria in order to continue the reimbursement process.
  - (f) The Fund will release matching grant money, up to the amount of the matching grant to the homeowner if the homeowner has provided the documents listed in subsection (d) above and the home meets the criteria listed in subsection (e) above. If the homeowner and/or the home do not meet those criteria, the Fund will inform the homeowner and the Association what the Fund requires to release money and/or why the Fund will not release the money. The Committee will try to help the homeowner resolve any issues or concerns about the release of money by the Fund.
  - (g) The Fund for the Future will report to taxing authorities, as required by law, the matching grant money released to the homeowner.
- (4) At all steps, the Association, the Committee and the Fund will exercise due diligence and may, for example: review public records; ask the homeowner to provide additional information or documents; ask the City or other third-parties to provide additional information or documents; meet with the homeowner and others; ask the homeowner for permission to inspect the home with the homeowner, the Cleveland Restoration Society, the City and other third-parties for purposes related to the project; etc.

**(G) Responsibilities & Disclaimer**

- (1) The Association and the Committee are responsible for implementing and administering the Program utilizing the Guidelines as interpreted by the Committee, and may revise the Guidelines from time to time as they deem necessary. But, they do not take on any additional responsibility by awarding a matching grant to a homeowner. And they disclaim any of the responsibilities of the homeowner.
- (2) The homeowner is responsible for everything any homeowner is responsible for when doing a home improvement project. In addition, the homeowner is responsible for completing the project as approved by the Committee and according to the Guidelines in order to obtain matching grant money. For example, the homeowner is solely responsible for:
  - (i) Implementing and executing the project according to the Guidelines, including obtaining all permits from and passing all inspections as required by the City, providing documentation of expenses prior to obtaining matching grant money as required by the Committee, etc.
  - (ii) Any contracting with contractors and other third-parties related to the project, including quality of work issues, payment of contractors, and resolution of disputes related to the contracts, etc.
  - (iii) Defending any claims for personal or property damage related to the project, including claims related to damage caused by contractors and other third-parties, etc.
  - (iv) Handling all tax matters related to receipt of matching grant money, including determining whether any taxing authorities require the homeowner to report receipt of the matching grant money.
- (3) By applying for a matching grant, the homeowner agrees to abide by the Guidelines.

**Lomond Revitalization Program 2010/2011**

**Step One: Homeowner's Pre-Application for Lomond Revitalization Program  
Due Date: March 12, 2011**

*Please print*

**Homeowner** (*information about the individual(s) who are applying for a matching grant*)

Full name(s) of all property owners as they appear on the deed filed with the County Auditor and/or Recorder: \_\_\_\_\_

Residence address of homeowner(s): \_\_\_\_\_

Land line: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Home** (*information about the project for which the homeowner is seeking a matching grant*)

Address of the home at which the project will be done if different from homeowner's residence address above: \_\_\_\_\_

- Type of home:  Single-family occupied by the homeowner  
 Single-family unoccupied by the homeowner  
 Two-family, homeowner occupies both units  
 Two-family, homeowner occupies one unit and rents the other unit  
 Two-family, homeowner rents both units

Type of project (check all that apply):  Exterior work  Kitchen or bathroom of rental unit in a two-family

Total estimated cost of project: \$ \_\_\_\_\_

Total estimated cost related to Shaker Housing Code Violations: \$ \_\_\_\_\_

Brief description of the project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Continued on next page*

**Continuation of  
Step One: Homeowner's Pre-Application for Lomond Revitalization Program**

**Yes No Homeowner's good faith statements:**

- Have reviewed or will review the Guidelines, and will comply with them.
- All homeowners on the deed for the home are applying together.
- Will spend at least \$1,000 of own money in the project.
- Are and will remain a current member in the Lomond Association throughout the project period
- Will complete the workshop that the Committee will present.
- Have not received a grant for any home from the Avalon-Daleford, or the Winslow, matching grant programs that were funded by the Fund for the Future.
- Current in mortgage payments for the home.
- Not delinquent in taxes
- Not eligible for the City's free paint or Exterior Maintenance programs, or those programs do not apply to the project
- For the rental unit(s) in the home, have a current Certificate of Occupancy or an exemption from the City, and the rental units are in compliance.
- The home will be is in "good standing" as determined by the City Housing Inspection Department at the conclusion of the project.
- The home has not had a criminal nuisance activity call to the City since 1/1/10.
- Have attached a document from homeowner's insurance company showing home insurance is current.
- Will pay the one-time, non-refundable processing fee of \$15 (cash or money order only) with this pre-application.
- Will not use more than 10% of the total project or \$1,000, whichever is smaller, to correct Shaker Housing Code Violations (up to \$500 of the grant award).

**Partner(s)** *(if the homeowner is partnering with someone else, put partner's information here, otherwise, leave blank ... partner must submit own pre-application)*

Full name(s): \_\_\_\_\_

Residence address: \_\_\_\_\_

Land line: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address of the home at which the partner's work will be done: \_\_\_\_\_

**Homeowner's Signature(s)** *(all homeowners named in the deed must sign):*

\_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

**For More Information Contact**

Office of Fund for the Future: 491-1457  
 Lomond Revitalization Program E-Mail: [lomondgrant@gmail.com](mailto:lomondgrant@gmail.com)  
 Lomond Association Website: lomondonline.com

## Lomond Revitalization Program 2010/2011

### Step One: Committee's Decision on Homeowner's Pre-Application for the Lomond Revitalization Program

To: (homeowner)  
 (street address)  
 (city & state)

From: The Lomond Revitalization Program Committee

Date: mm/dd/yyyy

Re: Decision on your pre-application

\_\_\_\_ We are pleased to inform you that we have determined that it appears you may meet the basic criteria in the Guidelines. You may go to Step Two to compete for a matching grant for your project. Please submit your Step Two application to us by April 30, 2011. For more information, please review the Guidelines.

\_\_\_\_ Committee's comments: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_ We regret to inform you that we have determined that it appears you do not meet the basic criteria in the Guidelines. Reason:

- \_\_\_ All homeowners did not apply.
- \_\_\_ Homeowner did not agree to spend at least \$1,000 of own money in the project.
- \_\_\_ Homeowner not a current member of the Association.
- \_\_\_ Homeowner did not agree to complete the Committee's workshop.
- \_\_\_ Homeowner received a grant from the Lomond Revitalization 2009, Avalon-Daleford, or the Winslow programs.
- \_\_\_ Home has had a criminal nuisance activity call to the City since 1/1/10.
- \_\_\_ Homeowner not current in mortgage payments or home is in foreclosure.
- \_\_\_ Homeowner not current in real estate tax payments for the home.
- \_\_\_ Homeowner not current in homeowner's insurance for the home.
- \_\_\_ Homeowner eligible for the City's free paint and Exterior Maintenance programs for the project.
- \_\_\_ For the rental unit(s) in the home, no current Certificate of Occupancy or exemption, or not in compliance.
- \_\_\_ Applicant is not the homeowner.
- \_\_\_ Project involves a single-family home without a two-family partner.
- \_\_\_ Home is not in Lomond neighborhood.
- \_\_\_ Project exclusively involves interior work other than kitchen and/or bath of the rental unit in a two-family.
- \_\_\_ Project exclusively involves work listed as unapprovable in the Guidelines.
- \_\_\_ Project costs related to Shaker Housing Code Violations represent more than 10% of the total project or \$1,000, whichever is smaller, to correct Shaker Housing Code Violations (up to \$500 of the grant award).

\_\_\_ Other \_\_\_\_\_

If you disagree with our decision or think we have made a mistake you may seek reconsideration. Refer to F(1)(f) in the Guidelines for the Appeals Process.

#### For More Information Contact

Office of Fund for the Future: 491-1457  
 Lomond Revitalization Program E-Mail: [lomondgrant@gmail.com](mailto:lomondgrant@gmail.com)  
 Lomond Association Website: [lomondonline.com](http://lomondonline.com)

### Lomond Revitalization Program 2010/2011

#### Step Two: Homeowner's Application for the Lomond Revitalization Program Due Date: April 30, 2011

Please print

**Homeowner** (information about the individual(s) who are applying for a matching grant)

Full name(s) of all property owners as they appear on the deed filed with the County Auditor and/or Recorder: \_\_\_\_\_

Residence address of homeowner(s): \_\_\_\_\_

Land line: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Home** (information about the project for which the homeowner is seeking a matching grant)

Address of the home at which the project will be done if different from homeowner's residence address above: \_\_\_\_\_

- Type of home:  Single-family occupied by the homeowner  
 Single-family unoccupied by the homeowner  
 Two-family, homeowner occupies both units  
 Two-family, homeowner occupies one unit and rents the other unit  
 Two-family, homeowner rents both units

Type of project (check all that apply):  Exterior work  Kitchen or bathroom of rental unit in a two-family

**Partner(s)** (if the homeowner is partnering with someone else, put partner's information here, otherwise, leave blank ... partner must submit own pre-application)

Full name(s): \_\_\_\_\_

Residence address: \_\_\_\_\_

Land line: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address of the home at which the partner's work will be done: \_\_\_\_\_

#### Other projects in the vicinity of your project

If you know about any other homeowners who are applying for matching grants for homes in the vicinity of your project, please give their name(s) and/or the address(es) of the homes they want matching grants for:

\_\_\_\_\_  
\_\_\_\_\_

**Detailed description of the proposed project:** Please complete the next page.

**Homeowner's Signature(s)** (all homeowners named in the deed must sign):

\_\_\_\_\_ Date: \_\_/\_\_/\_\_

\_\_\_\_\_ Date: \_\_/\_\_/\_\_

Continued on Next Page

**Continuation of  
Step Two: Homeowner's Application for the Lomond Revitalization Program**

**Detailed description of the project.**

- Use this page to give the Committee a detailed, itemized description of the project, including materials (wood, concrete, brass, etc), colors, etc. Attach additional pages if needed.
- Attach contracts or estimates (include information requested above), drawings, photos, color chips, model numbers, etc. to help the Committee understand and evaluate your project.

Describe the Work	Contractor? Homeowner?	Estimated Cost
<i>Examples</i> (1) Front door: replace with solid wood, six panel door, painted black, with solid brass hardware (2) Walkway from front sidewalk to house: replace concrete with flagstone path	ABC Builders  Homeowner	\$900 contractor bid & photos attached \$300 materials

Total Estimated Cost \$ \_\_\_\_\_

## Lomond Revitalization Program 2010/2011

### Step Two: Committee's Decision Regarding Homeowner's Application for the Lomond Revitalization Program

To: (homeowner)  
(street address)  
(city & state)  
From: The Lomond Revitalization Program Committee  
Date: mm/dd/yyyy

\_\_\_ We have determined that the project you proposed in your application does meet all the criteria in the Guidelines. We will submit it to the Selection Panel.

\_\_\_ We have determined that the project you proposed in your application does not meet all the criteria in the Guidelines. We will not submit it to the Selection Panel unless you agree to the following revisions by signing the *Homeowner's Acceptance* at the bottom of the next page and submitting it to us for a one-time resubmittal by May 28, 2011.

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- \_\_\_ All homeowners did not apply.
- \_\_\_ Homeowner did not agree to spend at least \$1,000 of own money in the project.
- \_\_\_ Homeowner not a current member of the Association.
- \_\_\_ Homeowner did not agree to complete the Committee's workshop.
- \_\_\_ Homeowner received a grant from the Lomond Revitalization 2009, Avalon-Daleford, or the Winslow programs.
- \_\_\_ Home is not "in good standing" as determined by the City, or home is in Housing Court or nuisance abatement.
- \_\_\_ Home has had a criminal nuisance activity call to the City since 1/1/10.
- \_\_\_ Homeowner not current in mortgage payments or home is in foreclosure.
- \_\_\_ Homeowner not current in real estate tax payments for the home.
- \_\_\_ Homeowner not current in homeowner's insurance for the home.
- \_\_\_ Homeowner eligible for the City's free paint and Exterior Maintenance programs for the project.
- \_\_\_ For the rental unit(s) in the home, no current Certificate of Occupancy or exemption, or are not in compliance.
- \_\_\_ Applicant is not the homeowner.

**Continued on Next Page**

**Continuation of  
Step Two: Committee's Decision Denying Homeowner's Application  
for the Lomond Revitalization Program**

- Project involves a single-family home without a two-family partner.
- Home is not in Lomond neighborhood.
- Project exclusively involves interior work other than kitchen and/or bath of the rental unit in a two-family.
- Project exclusively involves work listed as unapprovable in the Guidelines.
- Project costs related to Shaker Housing Code Violations represent more than 10% of the total project or \$1,000, whichever is smaller, to correct Shaker Housing Code Violations (up to \$500 of the grant award).
  
- Other \_\_\_\_\_

Committee Comments: \_\_\_\_\_

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If you disagree with our decision or think we have made a mistake you may seek reconsideration. Refer to F(2)(e) in the Guidelines for the Appeals Process.

**Lomond Revitalization Program 2010/2011**

**Step Two: Approval of Homeowner’s Application for the Lomond Revitalization Program**

To: (homeowner)  
(street address)  
(city & state)  
From: The Lomond Revitalization Program Committee  
Date: mm/dd/yyyy

We are pleased to inform you that the Selection Panel has selected the project proposed in your application and offer you a matching grant of \$\_\_\_\_\_.

You must sign and complete both the *Homeowner’s Acceptance* below and return both of them to us by June 25, 2011, if you wish to accept the matching grant. Our offer of the matching grant is null and void if we do not receive them by that date. If we receive them by that date, we will mail a *Step Two: Committee’s Matching Grant Award & Letter to Proceed with Project* (Appendix 6) to you by June 27, 2011. Do not do any work on your project until after you receive the letter. Expenses you incur before you receive the letter are not reimbursable. For more information, please review the Guidelines.

\*\*\*\*\*

**Homeowner’s Acceptance (Due Date: June 25, 2011)**

I accept the matching grant matching grant of \$\_\_\_\_\_. I will not do any work on my project until after I receive the *Step Two: Committee’s Matching Grant Award & Letter to Proceed with Project* (Appendix 6). After that, I will complete the project as approved above.

**Homeowner’s Signature(s) (all homeowners named in the deed must sign):**

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_/ \_\_/ \_\_  
Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_/ \_\_/ \_\_

**Lomond Revitalization Program 2010/2011**

**Step Two: Denial of Homeowner's Application  
for the Lomond Revitalization Program**

To: (homeowner)  
(street address)  
(city & state)  
From: The Lomond Revitalization Program Committee  
Date: mm/dd/yyyy

We regret to inform you that the Selection Panel did not choose your project as a recipient of a matching grant from the Lomond Revitalization Program 2010/2011.

We appreciate the time and effort you put into the application process and hope that both the process and the feedback offered by Cleveland Restoration Society offered some insight into historic preservation that will assist you in future home improvements.

Please stay tuned in to the Lomond Association as we are always pursuing ways to improve the character of our community.

Sincerely,  
Lomond Revitalization Program Committee

## **Lomond Revitalization Program 2010/2011**

### **Step Two: Committee's Matching Grant Award & Letter to Proceed with Project for the Lomond Revitalization Program**

To: (homeowner)  
(street address)  
(city & state)  
From: The Lomond Revitalization Program Committee  
Date: mm/dd/yyyy  
Re: Award of matching grant and letter to proceed

Congratulations! We have received your acceptance of the matching grant of \$\_\_\_\_\_.

You may begin work on your project. After you have completed your project, you may go to Step Three to claim reimbursement, up to the amount of the matching grant, according to the Guidelines. For more information, please review the Guidelines.

We have attached:

- *Your Step Two: Homeowner's Application for the Lomond Revitalization Program*
- *Our Step Two: Committee's Decision Approving Homeowner's Application*

Please review both documents, and the Guidelines, to ensure that you complete the project as approved by the Committee.

Also, please review the following information, and the Guidelines, about the process you will have to follow and the documents you must have in order to seek reimbursement from the matching grant.

You may seek reimbursement from matching grant only after you complete your project as approved by the Committee. In order for you to seek reimbursement, after you complete the project we and/or the Fund must determine that:

- You completed the project as approved by the Committee.
- The home is "in good standing" as determined by the City at the conclusion of your project.
- You completed the Committee's workshop.
- You maintained your membership in the Association.
- You spent at least \$1,000 of own money in the project.
- Either the home has not had any criminal nuisance activity calls to the City since 1/1/10, or you worked with the City to address the calls.
- You remained current in your mortgage payments for the home.
- You remained current in your homeowner's insurance for the home.

**Continued on Next Page**

**Continuation of  
Step Two: Committee's Matching Grant Award & Letter to Proceed with Project  
for the Lomond Revitalization Program**

- You were not eligible for the City's free paint and Exterior Maintenance programs for the project.
- If you used a contractor for any work on the project, the contractor was registered with the City if required by the City.
- The City issued permits and approvals for all work involved in the project that required permits or approvals, and the City has inspected and issued final approval of all such work.
- Project costs related to Shaker Housing Code Violations represent no more than 10% of the total project or \$1,000, whichever is smaller (up to \$500 of the grant award).

In addition, you must have documents that satisfy the Fund for the Future's requirements for reimbursements: All receipts and appropriate verification of money spent for all materials and labor for the project as approved by the Committee. For homeowner purchases, this means itemized receipts for purchases together with: credit card receipts for credit card purchases; copies of canceled checks (both sides) for purchases by check; vendor statements for cash purchases; a copy of the purchase agreement, including the details the terms of the agreement and the signatures of the parties (homeowner plus the vendor, supplier, contractor, etc.), for purchases made with "6 months same as cash" or similar deferred payment agreements. For money paid to a contractor, this means a detailed account from the contractor of the contractor's labor, material and other costs, together with a credit card receipt or cancelled check showing the homeowner's payment to the contractor.

Please keep careful and complete records of all you expenses to avoid problems getting reimbursed.

Please contact us whenever you have any questions or concerns about the completing the project, about the reimbursement process, or about anything else related the Lomond Revitalization Program.

**Lomond Revitalization Program 2010/2011**

**Step Three: Committee's Project Completion Inspection Report  
for the Lomond Revitalization Program**

To: (homeowner)  
(street address)  
(city & state)  
From: The Lomond Revitalization Program Committee  
Date: mm/dd/yyyy  
Re: Results of project completion inspection

\_\_\_ Passed: The Committee has determined you have completed the project as approved by the Committee. Please contact us so we may assist you in completing the process for requesting reimbursement from your matching grant. Please review the *Step Two: Committee's Matching Grant Award & Letter to Proceed with Project* letter we sent you at the beginning of the project. For more information, please review the Guidelines.

\_\_\_ Additional work required: The Committee has determined you have not completed the project as approved by the Committee. The following work must be done by \_\_\_\_\_ to complete the project before you may request reimbursement from your matching grant. After you have completed the work above, please contact the Committee to arrange for reinspection.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Did not pass. The Committee has determined you have not completed the project as approved by the Committee. You may not request reimbursement from your matching grant. Committee comments:

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_/\_\_/\_\_  
Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

### Lomond Revitalization Program 2010/2011

#### Step Three: Committee's Reimbursement Checklist for the Lomond Revitalization Program

To: (homeowner)  
(street address)  
(city & state)  
From: The Lomond Revitalization Program Committee  
Date: mm/dd/yyyy  
Re: Results of reimbursement checklist

\_\_\_ Passed: Based on the checklist below, the Committee has determined you meet criteria below for reimbursement. Please contact us so we may assist you in completing the process for requesting reimbursement from your matching grant. Please review the *Step Two: Committee's Matching Grant Award & Letter to Proceed with Project* letter we sent you at the beginning of the project. For more information, please review the Guidelines.

\_\_\_ Additional proof required: Based on the checklist below, the Committee has determined you have not yet meet all the criteria for reimbursement. By \_\_\_\_\_ please provide us documents showing you meet the items checked "NO" in the checklist

\_\_\_ Did not pass. Based on the checklist below, the Committee has determined you do not meet all the criteria for reimbursement. You may not request reimbursement from your matching grant. Committee comments:

\_\_\_\_\_  
\_\_\_\_\_

YES	NO	Checklist
___	___	You completed the project as approved by the Committee.
___	___	You completed the Committee's workshop.
___	___	You maintained your membership in the Association.
___	___	You spent at least \$1,000 of own money in the project.
___	___	You remained current in your homeowner's insurance for the home.
___	___	You were not eligible for the City's free paint and Exterior Maintenance programs for the project.
___	___	You used a contractor for work on the project, and the contractor registered with the City, if required by the City.
___	___	The homeowner's project expenses applicable to Shaker Housing Code Violations represent no more than 10% of the total project or \$1,000, whichever is smaller (up to \$500 of the grant award), and received a letter indicating "Good Standing" status from the City Housing Inspection Department.

\*\*\*\*\*

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_/\_\_/\_\_  
Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

## Lomond Revitalization Program 2010/2011

### Step Three: Homeowner's Request for Reimbursement from the Fund for the Future

To: The Fund for the Future  
 From: (homeowner)  
 (street address)  
 (city & state)  
 (land line & cell phone)  
 Date: mm/dd/yyyy  
 Re: Request for reimbursement

I request that the Fund reimburse me a total of \$\_\_\_\_\_ for expenses incurred in completing the project approved by the Committee.

I have attached:

- The *Step Three: Committee's Project Completion Inspection Report* (Appendix 7).
- The *Step Three: Committee's Reimbursement Checklist* (Appendix 8).
- All receipts and appropriate verification of money spent for all materials and labor for the project as approved by the Committee. For homeowner purchases, this means itemized receipts for purchases together with: credit card receipts for credit card purchases; copies of canceled checks for purchases by check (both sides); vendor statements for cash purchases; a copy of the purchase agreement, including the details the terms of the agreement and the signatures of the parties (homeowner plus the vendor, supplier, contractor, etc.), for purchases made with "6 months same as cash" or similar deferred payment agreements. For money paid to a contractor, this means a detailed account from the contractor of the contractor's labor, material and other costs, together with a credit card receipt or cancelled check showing the homeowner's payment to the contractor.

I understand that you will check with the City to determine whether the City issued permits and approvals for all work involved in the project that required permits and approvals, and the City has inspected and issued final approval of all such work. The home must meet those criteria in order for me to continue the reimbursement process.

If you have any issues or concerns about this request, please contact me and the Committee so we can try to resolve them.

#### **Homeowner's Request for Reimbursement (Due Date: December 1, 2011)**

**Homeowner's Signature(s)** (all homeowners named in the deed must sign):

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_/\_\_/\_\_  
 Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

To be filled out by the Lomond Revitalization Program Committee

Property Address: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Partner: Y N

Membership prior to grant application: Y N

**2010-2011 TWO-FAMILY SCORING MATRIX**

Lomond Association member prior to grant application (see status above) \_\_\_\_\_/10 pts

Partnership: Two-family has a single partner (see status above) \_\_\_\_\_/5 pts

Home located West of Avalon (not including Avalon) to Lee Road \_\_\_\_\_/15 pts

Use of Cleveland Restoration Society for developing project prior to application.  
(proof of appointment/consultation required to receive points) \_\_\_\_\_/5 pts

Scope of Project \_\_\_\_\_/30 pts

Please consider the criteria below to evaluate this section (up to 10 pts each):

- Restoring historical character 1 2 3 4 5 6 7 8 9 10
- Significant improvements to the home 1 2 3 4 5 6 7 8 9 10
- All projects are exterior and are visible from the street 1 2 3 4 5 6 7 8 9 10

Big Splash

• Home located in vicinity of 2010-2011 grant participant homes – see map  
(1 point per other home participant to maximum of 10 pts) \_\_\_\_\_/10 pts

• Home located in vicinity of 2009 grant participant homes – see map  
(1 point per other home participant to maximum of 5 pts) \_\_\_\_\_/5 pts

**TOTAL POINTS: \_\_\_\_\_/80 pts**

**PERCENTAGE: \_\_\_\_\_**

Selection panel notes:

To be filled out by the Lomond Revitalization Program Committee

Property Address: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Partner prior to pre-application status: Y N

Membership prior to grant application: Y N

**2010-2011 SINGLE-FAMILY SCORING MATRIX**

Lomond Association member prior to grant application (see status above) \_\_\_\_\_/10 pts

Partnership: Single family enters pre-application process with two-family partner \_\_\_\_\_/10 pts

Home located West of Avalon (not including Avalon) to Lee Road \_\_\_\_\_/15 pts

Use of Cleveland Restoration Society for developing project prior to application.  
(proof of appointment/consultation required to receive points) \_\_\_\_\_/5 pts

Scope of Project \_\_\_\_\_/30 pts

Please consider the criteria below to evaluate this section (up to 10 pts each):

- Restoring historical character 1 2 3 4 5 6 7 8 9 10
- Significant improvements to the home 1 2 3 4 5 6 7 8 9 10
- All projects are exterior and are visible from the street 1 2 3 4 5 6 7 8 9 10

Big Splash

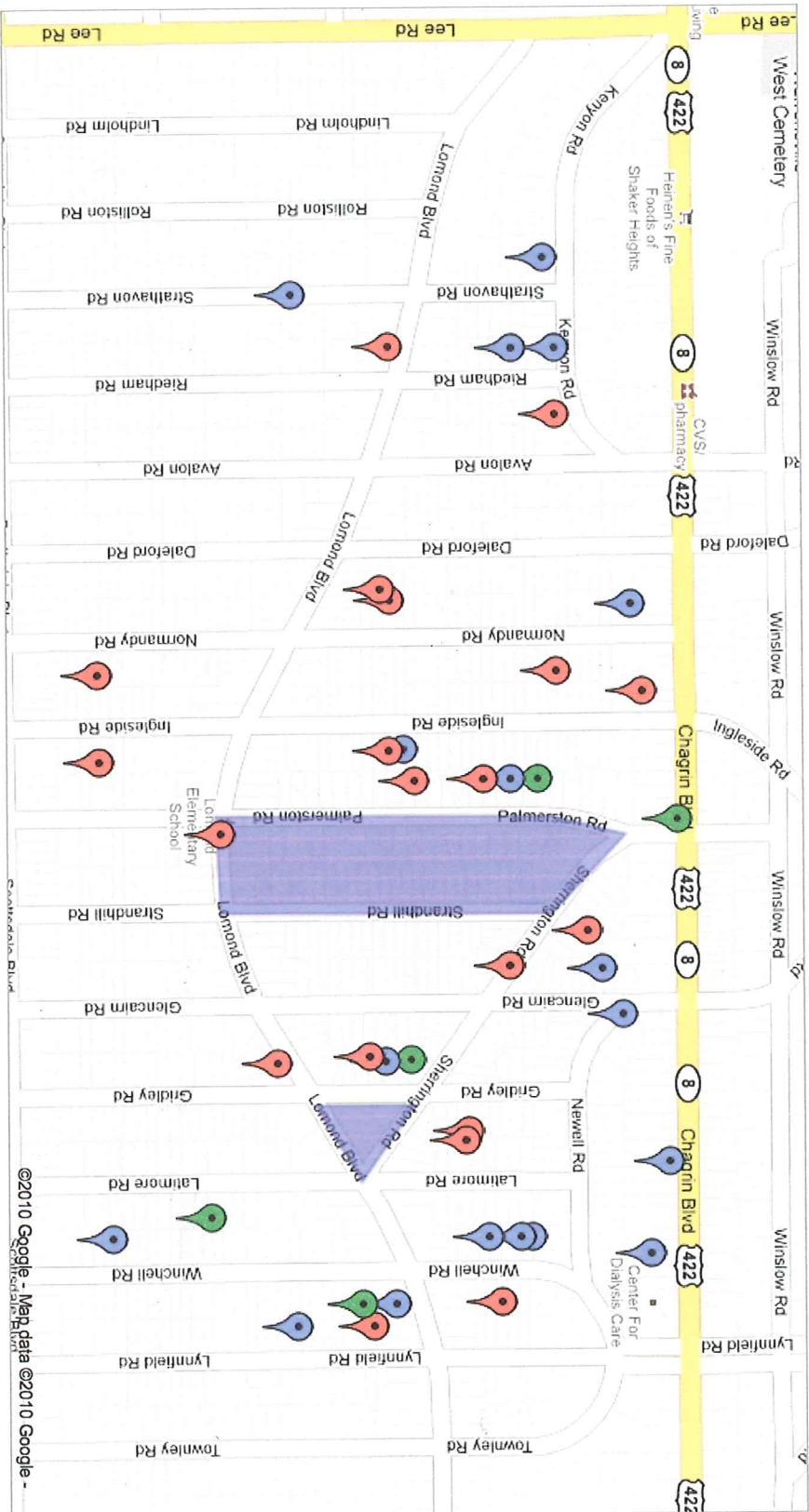
- Home located in vicinity of 2010-2011 grant participant homes – see map  
(1 point per other home participant to maximum of 10 pts) \_\_\_\_\_/10 pts

- Home located in vicinity of 2009 grant participant homes – see map  
(1 point per other home participant to maximum of 5 pts) \_\_\_\_\_/5 pts




**TOTAL POINTS: \_\_\_\_\_/85 pts**

**PERCENTAGE: \_\_\_\_\_**

Selection panel notes:



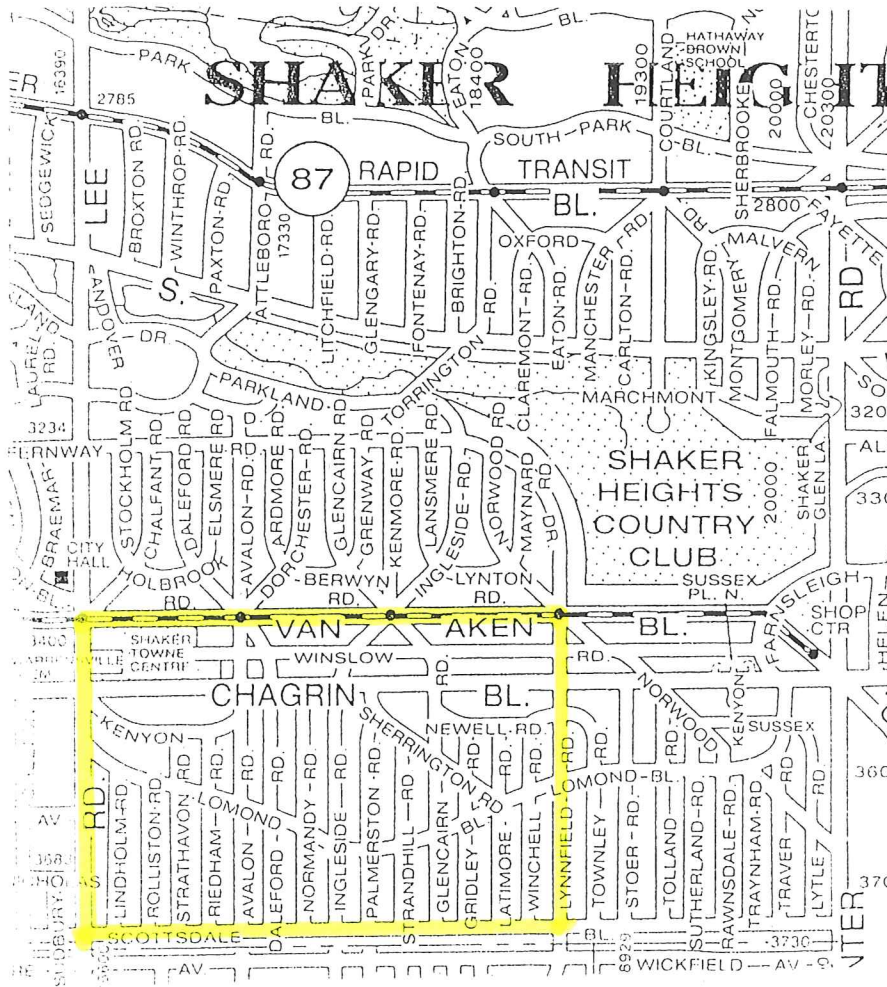
Legend for 2009 Lomond Revitalization Program Applicants

-  Single family (owner-occupied)
-  Two-Family (owner occupied)
-  Two-Family (non-owner occupied)

# THE LOMOND COMMUNITY OF SHAKER HEIGHTS, OHIO

## STREET BOUNDARIES

North: VAN AKEN BLVD  
South: SCOTTSDALE BLVD  
East: LYNNFIELD ROAD  
West: LEE ROAD



## **Lomond Revitalization program 2010/2011 Key Dates**

**Thursday, February 10, 2011** – 7:00pm to 8:00pm –Location: Lomond Elementary School [8:00-8:30: General meeting]

- Lomond General Meeting: presentation/Q&A of grant

**Friday, March 11, 2011 & Saturday March 12, 2011**

- Step One: Homeowner's Pre-Application due (*Appendix 1*)-Locations: Friday: Lomond Elementary School 7:00-8:30 pm/Saturday: Library 9:00-11:00 am

**Saturday, March 19, 2011**

- Approved Pre-Application Applicants can begin Step Two Homeowner's Application (*Appendix 3*)

**Thursday, March 24, 2011**

- Required workshop 7-7:45 presentation/7:45-8:00 Q&A/8:00-8:30 (social), Location: Lomond Elementary School

**Friday, April 29, 2011 & Saturday, April 30, 2011**

- Step Two Homeowner's Application due (*Appendix 3*)-Locations: Friday: Starbucks 7:00-9:00 pm/Saturday: Amy Joy 9:00-11:00 am

**Saturday, May 21, 2011 (approximate date)**

- LRGC Committee to Send Step Two Committee's Decision on Application (*Appendix 4*).

**Tuesday, May 31, 2011-Saturday, June 4, 2011**

- Selection Committee process

**Saturday, June 11, 2011**

- LRGC Committee to send Approval/Acceptance Letter (*Appendix 5a*) to selected applicants
- LRGC Committee to send Denial Letter (*Appendix 5b*) to not-selected applicants

**Saturday, June 25, 2011**

- Approval/Acceptance Letter (*Appendix 5a*) due back from selected applicants

**Monday, June 27, 2011**

- Committee's Matching Grant and Letter to Proceed (*Appendix 6*), sent to all selected homeowner's that returned an acceptance letter

**December 1, 2011**

- All projects to be completed, inspections made and all paper work handed into Fund for the Future. (*Appendix 7, 8, & 9*)

*Reminder: Lomond Association 2010-2011 Memberships expire September 30, 2011. Make sure you re-new your Lomond Association 2011-2012 membership, as you must have current membership in order to receive reimbursement.*