

**CITY OF AURORA
FIRST WARD BUSINESS GRANT PROGRAM
COMPLIANCE CHECKLIST**

Task No.	Task	Coordinating Responsibility	Date Documents Received or Action Confirmed
1	Program Application Completed and Approved (Before-construction picture of property and other supporting documentation included.)	Aldermen's Office	
2	Confirmation of Public Benefit	Law Department	
2A	If Denied, Send Denial Letter	Aldermen's Office	
3	Zoning Approval Requested	Aldermen's Office	
4	Zoning Approval Granted (Building & Permits is notified.)	Planning & Zoning	
5	Purchase Order Issued/Prevailing Wage Compliance (Building & Permits is notified.)	Purchasing	
6	Building Permit Issued (if applicable) (Aldermen's Office and Purchasing are notified.)	Building & Permits	
7	Completed Work Inspected (Aldermen's Office and Purchasing are notified of inspection results.)	Building & Permits	
8	Lien Waivers Submitted (Forwarded to Purchasing	Aldermen's Office	
9	Alderman Approves Completed Project (E-mail message sent to Purchasing.)	Aldermen's Office	
10	Confirm No Debt Owed to City	Purchasing/Accounting	
11	Authorization for Reimbursement	Purchasing/Accounting	
12	Payment Initiated	Purchasing/Accounting	