



HIP APPLICATION CHECKLIST

All items must be submitted to CRA to be considered a full and complete grant application

- Completed HIP Application Sheet.
- Letter of Authorization from property owner (if applicable).
- Letter of intent from grant applicant to CRA board.
- Three (3) bids/estimates from licensed contractors for EACH ITEM in scope of work. Please note chosen contractor.
- Copy of license and liability insurance from chosen contractor (The Hollywood CRA, 1948 Harrison Street, Hollywood, FL 33020 must be listed as an additional insurance).
- Copy of property insurance for business and/or building (The Hollywood CRA, 1948 Harrison Street, Hollywood, FL 33020 must be listed as an additional insurance).
- Post renovation business plan.
- Copy of SSL or AAA evaluation (if not already SSL or AAA certified)
- Architectural plans.
- Landscape plans (if applicable).
- Material samples (pavers, awnings, light fixtures, etc.)
- Before and after renderings.
- W-9 Tax Form completed (in order for the City to be able to send the grant funds)