



## Façade Improvements Program Project Checklist

The following steps are to be accomplished for each Façade Improvements Program project:

1. **Application Form:** The Committee will review and prioritize each application:
  - Name of owner** \_\_\_\_\_
  - Location of business** \_\_\_\_\_
  - Letter of Acceptance** from the City with preliminary grant amount awarded to the applicant.
2. **Appropriateness and Eligibility:** Applicants must provide all requested information and comply with all Program requirements to remain eligible for the grant.
  - a. Owner provides City with proof of **property insurance** for the business.
  - b. The City inspects property and where appropriate, provides **Spot Blight Documentation**.
  - c. The City verifies **property ownership** of applicant site via assessing records.
  - d. The City reviews proposed improvements to determine **reimbursement eligibility**.
3. **Final Design Phase:** The Program Administrator will visit each applicant and assist in putting together a design plan and technical specifications for eligible improvements.
  - a. Improvements **design, specifications** and **site plan** by the Owner and the Administrator.
  - b. **Environmental Review Checklists** and documentation by the Administrator.
  - c. Needed **permitting** and **approvals** are to be obtained by the owner prior to construction.
4. **Bidding/Award Determination Phase:** The owner obtains cost estimates from the final design.
  - a. Owner has at least 3 Contractors fill out itemized **Bid Tabulation Sheet** provided. The construction contract is awarded to the lowest qualified bidder (see step 5).
  - b. **Owner Agreement Form** signed by applicant commits necessary owner funding and provides for pay-back to City if property is sold within a 4-year period.
  - c. **Notice to Proceed** from City to applicant with approved grant amount indicated.
5. **Before Construction:** After receiving the *Notice to Proceed*, the lowest-bidding, "responsive and responsible" Contractor is chosen to make the necessary building and site improvements.
  - a. A **Pre-construction Meeting** is held. A **report** is made by the Administrator.
  - b. Owner and Contractor sign **Construction Contract**.
  - c. Contractor provides **Fed. Labor Standards Certifications, licenses** and **liability insurance**.
  - d. DECD **Contract Information Reporting Form** completed by the Administrator.
6. **After construction:**
  - a. Owner notifies City that project is complete and submits **Release of Liens** from the Contractor.
  - b. The Owner/Administrator/Code Officer fill out a **Certificate of Work Completeness**.
  - c. Owner provides invoices and a filled-out **Request for Reimbursement** to the City.
  - d. The Administrator reviews compliance with all CDBG Phase III requirements.
  - e. When all requirements are sufficiently met, **reimbursement** is made to the owner.