

Façade Improvement Program Design

Mathews Court House Revitalization

Mathews County, Virginia

May 1, 2014

Contents

| | | |
|--|---|----|
| Article 1 | Program Administration | 3 |
| Section 1-1 | Program Objectives | 3 |
| Section 1-2 | Program Description..... | 3 |
| Section 1-3 | Improvement Standards..... | 4 |
| Article 2 | Eligibility Criteria..... | 4 |
| Section 2-1 | Eligibility Requirements and Application Ranking..... | 4 |
| Section 2-2 | Application Process / Technical Assistance | 5 |
| Article 3 | Match Requirements | 6 |
| Section 3-1 | Private Investment Match Requirements | 6 |
| Section 3-2 | Conditions of the Matching Forgivable Loan..... | 7 |
| Article 4 | Bidding, Contract, Inspections, & Payment Process | 8 |
| Section 4-1 | Bidding | 8 |
| Section 4-2 | Contract | 9 |
| Section 4-3 | Inspections and Payment | 10 |
| Article 5 | Program Time Frame | 10 |
| Article 6 | Program Income | 10 |
| Article 7 | Complaints and Appeals Procedure | 10 |
| Article 8 | Recordkeeping | 11 |
| Article 9 | Program Design Amendments..... | 11 |
| Attachments..... | | 12 |
| Façade Advisory Board By-Laws | | 12 |
| Secretary’s Standards for Rehabilitation | | 12 |
| Program Timeline | | 12 |
| BYLAWS OF THE FAÇADE ADVISORY BOARD MATHEWS BUSINESS DISTRICT REVITALIZATION PROJECT..... | | 13 |
| ARTICLE I – THE BOARD | | 13 |
| ARTICLE II – OFFICERS..... | | 13 |

| | |
|--|----|
| ARTICLE III – MEETINGS | 14 |
| ARTICLE IV – AMENDMENTS..... | 15 |
| ARTICLE V – PARLIAMENTARY PROCEDURE | 15 |
| Secretary's Standards for Rehabilitation | 16 |
| Program Timeline | 19 |

Article 1 Program Administration

Section 1-1 Program Objectives

Mathews County is committed to providing financial incentives to private property owners for the rehabilitation of commercial storefronts and Façades within the project boundaries of the Mathews Court House Revitalization Project Area identified for funding through the Virginia Community Development Block Grant (CDBG) Program. The designated project area is shown on the map attached to this program design. The County is prepared to offer both financial assistance and technical design assistance to property owners in order to improve the appearance and economic viability of the identified project area. The County believes that it is in the public's interest to improve the aesthetics of the project area to stimulate reinvestment in commercial properties. Restoration of the Façades of privately owned commercial buildings would eliminate deterioration, blight, and blighting influences, thus removing impediments to economic growth. Mathews County has established the Façade Improvement Program to:

1. Promote a diverse and economically viable district that attracts and provides for the needs of businesses, institutions, residents, shoppers, and visitors;
2. Contribute to elimination of visual clutter detrimental to an attractive commercial center by eliminating incompatible building materials, colors, and signs;
3. Restore blighted storefronts and other building and site elements visible from the public rights-of-way to a level where they are compatible with their surroundings and aesthetically pleasing; and
4. Promote economic development by providing an incentive for property owners to renovate their buildings for occupancy by new or expanding businesses.

Section 1-2 Program Description

Mathews County has budgeted funds to provide matching forgivable loans to property owners within the Mathews Court House Revitalization Project Area for storefront improvements. The matching forgivable loan must be applied to physical construction. The County has also budgeted funds for architectural design assistance for the businesses.

The CDBG matching forgivable loan is strictly for improvements to the exterior of the building visible from a public right-of-way. This generally excludes repairs to the building's roof, unless such improvements clearly contribute to enhancing the visual environment. The matching forgivable loan may be applied to the Façade of the building.

The matching forgivable loan program will be administered by the County Administrator or her designated representative, and will be available from the time that the CDBG project begins until funds are exhausted or close-out of the County's CDBG project, whichever comes first. Recipients of matching forgivable loans will be required to execute a legally binding agreement with the County.

Section 1-3 Improvement Standards

Exterior finishes should be of reasonably permanent, durable materials appropriate for the building and its location among neighboring buildings. All exposed façades of existing buildings should present a finished appearance in character with the remainder of the building. Façade improvement designs must be consistent with the *Secretary Standards of Rehabilitation* (attached) and maintain the historic character and integrity of Mathews Court House.

The County will appoint the Mathews Court House CDBG Management Team of local citizens and public officials to provide overall coordination of the Mathews Court House Revitalization Project. A committee of that team will be established to serve as the Façade Advisory Board to review and approve:

- applications for façade assistance,
- architectural drawings for proposed storefront improvements, and
- contract bids.

The Façade Advisory Board may consist of:

- County Administrator or her designee
- Mathews Main Street member
- Board of Supervisors member
- Business District property owner (non benefiting)
- Mathews County Historical Society Member

The Façade Advisory Board will work closely with each applicant and the consulting architect to devise appropriate designs and implement repairs and improvements that are in keeping with the historic character of Mathews Court House.

Article 2 Eligibility Criteria

Section 2-1 Eligibility Requirements and Application Ranking

All non-government-owned buildings within the project area are eligible for assistance through this program. However, buildings identified as having intermediate or major deficiencies in the County's CDBG application area are targeted for funding¹. Early in the program, the Façade Advisory Board

¹ See Needs Assessment Map and Buildings and Infrastructure Conditions Table in CIG application.

and the County will contact the owners of these buildings individually to urge them to participate. At its discretion, the Board may reduce CDBG funding levels for lower-priority buildings in order to conserve adequate funding to address the targeted buildings. In this event, the Board will use a point system to rank each storefront improvement job pending approval. The job receiving the most cumulative points will be funded first, and so on until funds are exhausted. In the event that demand exceeds available funds, the following point system will be used, wherein the highest scoring buildings will be prioritized:

| <u>Building Condition Rating:</u> | <u>Points</u> | <u>Weight</u> |
|--|---------------|---------------|
| Sound | 1 | 3 |
| Minor deficiencies | 2 | |
| Intermediate deficiencies | | 3 |
| Major deficiencies | 4 | |
| <u>Cash Contribution to Façade Work:</u> | <u>Points</u> | <u>Weight</u> |
| 100% match | 1 | 2 |
| 101-150% match | 2 | |
| 151-200% match | 3 | |
| 201%+ match | 4 | |
| <u>Leveraged Investment (as required):</u> | <u>Points</u> | <u>Weight</u> |
| 100% match | 1 | 1 |
| 101-200% match | 2 | |
| 201-300% match | 3 | |
| 301%+ match | 4 | |

The total point score for each proposed job will be calculated by multiplying the point total for each criterion by the weight assigned to that criterion, and then adding the three products.

Section 2-2 Application Process / Technical Assistance

As a first step, the owner should fill out an application for assistance. The application should identify the building and its owner, provide a preliminary overview of the work to be performed, and include a brief summary of the proposed matching investment. Such application may be made on a form provided by the County, and must be signed by all owners. Applications require a \$100 deposit which will be counted towards the owner's match or refunded upon completion of construction if the owner's match has been met through other improvements to the building. Any owner who fails to proceed with construction after architectural drawing(s) and work write-up(s) have been produced will forfeit the \$100 deposit.

The Project Architect will conduct a site inspection and consult with the owner in preparing a façade design (a rendering of the storefront/façade treatment) with a more detailed work write-up and preliminary cost estimate so as to assist contractors in preparing accurate bids and performing the required work. The County, utilizing CDBG funds, will cover the cost of each façade design and work write-up, with a limit of two (2) façade designs/work write-ups per building. Any additional façade designs/work write-ups provided by the Project Architect would be at the owner's expense.

The Project Architect will also be available to assist in generally identifying other needed improvements to the building (e.g. interiors, roof, HVAC) that the owner could consider in meeting the matching investment requirement. The owner may ask the Project Architect to conduct detailed investigations or prepare plans for such improvements, but these shall be at the owner's expense by separate agreement with the Project Architect.

The County will refer the application and façade design and work for approval to the Façade Advisory Board. The Board is responsible for approving the design and work write-up provided by the Project Architect and the intended matching investment amount. The Board will also consult with the Mathews County Historical Society and the Virginia Department of Historic Resources in order to determine consistency with the *Secretary Standards of Rehabilitation* (attached). The work write-up will serve as the agreed upon scope of work for obtaining quotes or competitive sealed bids from contractors (see bidding procedure described below).

The County will place the job out for bid upon approval of the application by the Façade Advisory Board, in accordance with the *Virginia Public Procurement Act* and Federal Labor Standards. The County will compile a list of pre-qualified licensed contractors to notify about bidding opportunities and will submit the list to the Board for its approval at the beginning of the program.

After bids are received, the County will prepare three-party contract documents for execution by the building owner, the County, and the contractor. Construction can begin after building permit approval.

Article 3 Match Requirements

Section 3-1 Private Investment Match Requirements

Building owners must match the CDBG forgivable loan dollar for dollar. The owner can meet the match requirement in three ways:

1. The owner can opt to finance 50 percent of the total dollar value of the façade improvements through an actual cash contribution or a loan from a lending institution.

2. If the basis for the match includes interior or exterior work the owner has completed or will have completed at the time of the contracted façade improvement work, he/she must have undertaken, at a minimum, an equal dollar value of improvements on or after July 1, 2012.
3. If the owner wishes to use a combination of the above, the total amount invested must at least be equal to the CDBG investment.

All match amounts will be based on the final contractor quote or bid price accepted by the owner and County. The owner must present invoices or other appropriate information to document the matching investment.

For building owners who opt to use their own time and labor as match, the County must utilize standard wage rates for job types for building owners who choose to use their time as a match. DHCD will provide wage information based on federal wage rates for various job types. Building owners who are also contractors may choose to have their personal company do the construction work. In such instances CDBG funds can be used for documented material costs only.

Prior to approving an application for assistance, the Board must have adequate assurance that the owner has the financial resources to meet the approved match amount. If the approved matching amount is a cash contribution toward the cost of the contracted improvements, the owner must agree to escrow the matching funds with the County promptly upon request so that the County can pay contractor invoices in a timely fashion.

Section 3-2 Conditions of the Matching Forgivable Loan

Forgivable loans will be made available to property owners for improvements to structures on a single piece of property (i.e. tax parcel). Loans will be made for up to:

- \$15,000 for a façade fronting a right-of-way with a primary business entrance,
- \$2,500 for each additional primary business entrance,
- \$5,000 for a façade fronting a right-of-way without a primary business entrance, and
- \$2,500 for a façade clearly visible from the right-of-way without a primary business entrance.

Maximum loan amounts will be \$20,000 per property, with the exception of an additional \$2,500 for each additional primary business entrance on that property.

The matching forgivable loan will be made for a five (5)-year term at zero percent (0%) interest. If the property owner sells the property within the five (5)-year term he/she is liable to pay back the remaining loan amount. In the situation of loan delinquency, the Project Administrator may pursue

loan collection in the steps prescribed in the *Loan Servicing Plan*. The forgivable loan will be entirely forgiven at the end of the five-year period and the property lien removed if the applicant has met the following conditions:

1. The property owner has completed the Façade improvements in accordance with the CDBG project guidelines and has done so within six (6) months of bid acceptance, unless the Board grants a request for extension of time. All buildings receiving CDBG funds must be free of blight once the construction is complete.
2. The property owner has continued to maintain the façade in a satisfactory condition.
3. The owner of the building at the time of the loan approval has retained ownership of the improved property during the five-year period. If the owner sells the property within the five-year term, or otherwise voluntarily transfers ownership, the balance on the loan note will become due and payable on a prorated basis (20% of forgivable loan forgiven per year).
4. The building to be improved must have a current tenant operating a business or must be occupied by a tenant operating a business within one year after the improvements are completed, unless the Board grants a request for extension of time. Rental apartments are considered a business, as long as the apartments meet all applicable property maintenance code and zoning ordinance requirements. If the owner is unsuccessful in securing a tenant within this timeframe, only 50% of the forgivable loan will be forgiven.

In addition, property owners will be expected to continue maintaining the improvements for ten (10) years. This expectation will be incorporated into the application and loan documents, and will be enforced by the County through its property maintenance ordinance.

All CDBG funds returned to the County through enforcement of these conditions shall be considered program income and shall be implemented according to the Project Program Income Plan. The County will use any such program income to make additional forgivable loans in accordance with this program design.

Article 4 Bidding, Contract, Inspections, & Payment Process

Section 4-1 Bidding

The goal of these procedures is to minimize the time and complexity of applying for assistance, while meeting U. S. Department of Housing and Urban Development (HUD) and DHCD requirements for

use of CDBG funds. In this manner, it is the County's hope to maximize participation by eligible downtown property owners.

All jobs involving CDBG funds must be bid by the County, which shall select the winning bidder in accordance with the *Virginia Public Procurement Act*. The winning bidder must also be acceptable to the owner. The County will receive the detailed work write-up, preliminary cost estimate and all renderings done by the Project Architect and then notify the pre-established contractors that a round of properties are going out to bid. The Façade Advisory Board will review and approve all bids, upon which time the County will then execute a three-party contract with the contractor and the owner.

As a policy exception due to extraordinary circumstances, the owner may elect to use a contractor other than the lowest bidder, provided that (1) the contractor is among those bidding on the job, and (2) the owner agrees to pay the difference between the two bids.

As a policy exception due to extraordinary circumstances, building owners who are also licensed and insured contractors may choose to have their personal company do the construction work with the prior approval of the Façade Advisory Board, including approval of the design and work write-up. In such circumstances, CDBG funds can only be used for the documented cost of materials secured from the supplier providing the lowest price quote, with a minimum of three (3) quotes provided. A two-party contract between the County and the owner for the cost of materials would be executed in such circumstances.

As a policy exception due to extraordinary circumstances, building owners may also utilize the services of installers for the installation of windows, doors, awnings, etc. with the prior approval of the Façade Advisory Board, including approval of the design and work write-up. In such circumstances, CDBG funds can only be used for the documented cost of materials and installation secured from the provider with the lowest price quote, with a minimum of three (3) quotes provided. A two-party contract between the County and the owner for the cost of materials/installation would be executed in such circumstances.

Section 4-2 Contract

A formal contract and lien must secure each job involving CDBG assistance. The County will prepare these documents for execution by the owner. Prior to execution of the contract documents, the owner of the structure to be improved must provide evidence of ownership such as a deed or tax receipt. The County will require written documentation from the owner that the structure is covered by all-hazard insurance in a sufficient amount to protect the County's investment in the improvements. An applicant must not owe past-due taxes to the Mathews County or any other political jurisdiction.

The two-party or three-party contract (as appropriate) will outline each party's responsibilities and the work description. In addition to the contract, a deed of trust (voluntary lien) will be executed by

the owner and the County and subsequently recorded in order to secure the loan. A building permit is required, but the fees may be waived.

Section 4-3 Inspections and Payment

The County Building Official will inspect the work for compliance with the description of work to be performed as well as compliance with codes. If requested, a 50% progress payment can be released to the contractor following a satisfactory interim inspection and pay approval. Otherwise, the total loan amount will be released in one (1) 100% payment after the construction work is determined to be substantially complete by the Building Official.

Article 5 Program Time Frame

Matching forgivable loans will be available to qualified applicants from the beginning of the County's CDBG project until final close-out of the program or until funds are exhausted, whichever comes first.

Article 6 Program Income

Any CDBG funds recaptured during implementation of the Mathews County Business District Revitalization Project will be used to recapitalize and extend the storefront program. Recaptured funds, if any, are expected to come only from prorated repayment of forgivable loans due to non-compliance with terms. Recaptured CDBG funds will thus be used to further eliminate slums and blight in Mathews County, removing obstacles to economic development. The County may elect to expend recaptured funds outside the current project area for this purpose, provided that it gains prior approval from DHCD. Further outline of the use of recaptured program funds is found in the *Program Income Plan*.

Article 7 Complaints and Appeals Procedure

Oral complaints of any nature and by any party shall be documented and resolved by the Project Manager as informally and quickly as possible. Written complaints received by the Project Manager or the Mathews County will be resolved and documented in consultation with the Façade Advisory Board. The person making the complaint will be notified in writing of the decision. All written complaints will be addressed within fifteen (15) days of receipt and resolved within thirty (30) days and documentation retained for review. Barring a resolution of the complaint by the Board, the complaint may be taken to the Mathews Court House Revitalization Management Team with the same requirements as above. Barring a resolution of the complaint by the Management Team, the complaint may be taken to the County Board of Supervisors where a non-legal resolution is final.

The final appeal will be addressed in writing to DHCD. Beyond this step, the complainant may seek a legal remedy in the local court of jurisdiction at complainant's own cost.

Article 8 Recordkeeping

The Façade Advisory Board Secretary will be responsible for keeping the minutes of its monthly or bi-monthly meetings. The Board will also be responsible for tracking the number of businesses assisted by, and participating in, façade or renovation improvements. Documentation of private investments made by property owners within the project area either through source documentation (such as invoices, construction contracts, etc.) or through affidavit as submitted to the Project Manager are subject to validation by the Board.

Article 9 Program Design Amendments

During implementation of the Storefront/Façade Improvement Program the County may find it necessary to make minor changes and refinements as the program proceeds. If a minor alteration to this design is deemed necessary to better achieve the intent of the program, the Façade Advisory Board will adopt the changes upon approval of the proposed change by DHCD. If a major alteration to this design is deemed necessary, the Façade Advisory Board will adopt the changes and forward them for approval by the Mathews County Board of Supervisors and by DHCD. The Storefront/Façade Improvement Program will be implemented to assure consistent and equitable assistance to all program participants.

Approved:

Melinda "Mindy" Moran

Date

Attachments

Façade Advisory Board By-Laws

Project Area Map

Secretary's Standards for Rehabilitation

Program Timeline

BYLAWS OF THE FAÇADE ADVISORY BOARD MATHEWS BUSINESS DISTRICT REVITALIZATION PROJECT

ARTICLE I – THE BOARD

SECTION 1. Name of the Board.

The name of the Board shall be the “Façade Advisory Board”.

SECTION 2. Purpose of the Board.

The purpose of the Board shall be to:

1. Recommend policies and procedures that govern the Façade Improvement Program of the Mathews Court House Revitalization Project.
2. Approve pre-qualified contractors to perform work related to both programs.
3. Approve applicants seeking program assistance.
4. Award construction contracts to complete the work as necessary to revitalize the Façades of businesses within the project area according to agreed upon specifications and work tasks.
5. Address and take action on written complaints or disputes that may arise in the course of the grant implementation. The Board will render a written response to the party filing the complaint.
6. Take other action, as permitted by the Mathews County Board of Supervisors, as necessary and related to the Façade Improvement Program Design.

SECTION 3. Office of the Board.

The office of the Façade Advisory Board shall be in the Mathews County Administrator’s Office, but the Board may hold its meetings at such place and times as it may designate.

SECTION 4. Board Members.

The governing body of the Façade Advisory Board shall be appointed by the Board of Supervisors and consist of a minimum of five members including one member of the Board of Supervisors, the County Supervisor, and representatives from the community.

ARTICLE II – OFFICERS

SECTION 1. Officers.

The officers of the Façade Advisory Board shall be a Chairman and Vice-Chairman.

SECTION 2. Chairman.

The Chairman shall preside at all meetings of the Façade Advisory Board.

SECTION 3. Vice-Chairman.

The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and in case of the resignation or death of the Chairman, the Vice-Chairman shall perform such duties as are imposed on the Chairman until such time as the Façade Advisory Board shall select a new chairman.

SECTION 4. Election or Appointment.

The Chairman, Vice-Chairman, and Secretary shall be elected by the members of the Façade Advisory Board and shall hold office for the term of the project, or until their successors are elected and qualified.

SECTION 5. Vacancies.

Should the office of Chairman, Vice-Chairman, and/or Secretary become vacant, the Board shall elect a successor from its membership at the next regular meeting.

ARTICLE III – MEETINGS

SECTION 1. Regular Meetings.

Regular meetings of the Façade Advisory Board shall be held as necessary to conduct project business. The Project Manager or Chairman shall call the meetings. All meetings will take place at the Mathews Memorial Library unless members are otherwise notified.

SECTION 2. Special Meetings.

The Project Manager or Chairman of the Façade Advisory Board may, when deemed expedient, call a special meeting of the Board for the purpose of transacting any business designated in the call.

SECTION 3. Quorum.

The powers of the Façade Advisory Board shall be vested in the members. The presence of at least 50% of the appointed members shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn until a quorum is obtained. When a quorum is in attendance, action may be taken by the Façade Advisory Board upon a vote of a majority of the members present. Upon vote, each member including the Chairman shall have one vote.

SECTION 4. Attendance.

Members are expected to attend all meetings and should notify the Secretary of any absence in advance.

SECTION 5. Recorder.

The Recorder, a staff member of the County or his/her designee, shall have the responsibility for keeping the minutes of the meetings, recording all votes, and providing a record of the proceedings of the Façade Advisory Board to Mathews County and Department of Housing and Community Development in keeping with their standards.

SECTION 6. Order of Business.

At the regular meetings of the Rehab Advisory Board, the following shall be the order of business:

1. Roll Call
2. Reading/Approval of minutes of previous meeting
3. Bills and Communications
4. Report of the Committees
5. Unfinished Business
6. Adjournment

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Façade Advisory Board.

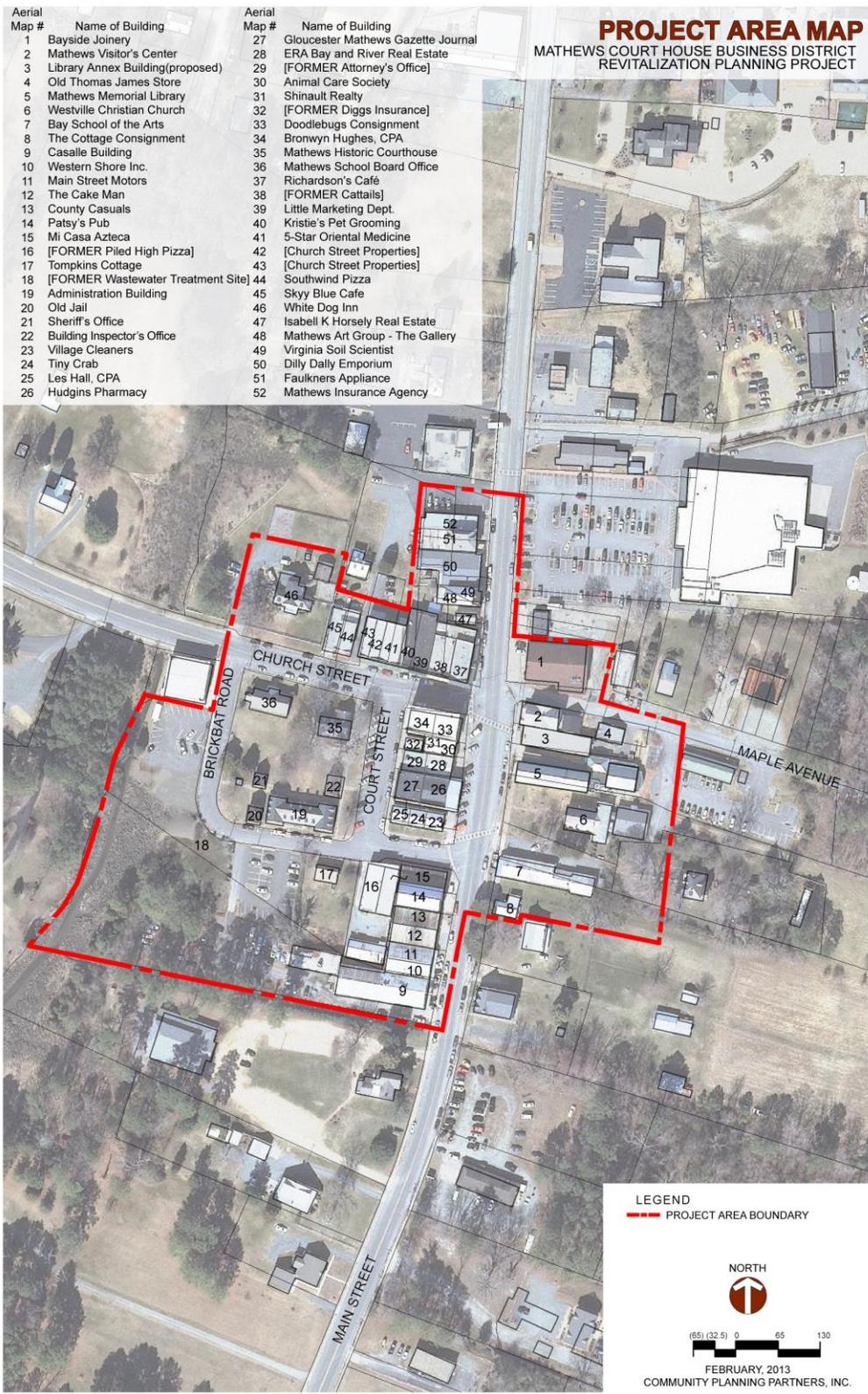
ARTICLE IV – AMENDMENTS

The Bylaws of the Façade Advisory Board shall be amended by a 2/3 vote of the members present at a regular or special meeting of the Board provided that a quorum is present, but no such amendment shall be adopted unless at least five (5) days written notice thereof has been previously given to all of the members of the Board.

ARTICLE V – PARLIAMENTARY PROCEDURE

Robert’s Rules of Order shall govern the conduct and procedures at all meetings of the Façade Advisory Board.

Project Area Map



Secretary's Standards for Rehabilitation

The Standards (Department of Interior regulations, 36 CFR 57) pertain to historic buildings of all materials, construction types, sizes, and occupancy and, for the purposes of the Mathews Court House Business District Revitalization, encompass the exterior and environment as well as attached, adjacent, or related new construction. The standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Program Timeline

| | | |
|----------------------------|------------|--|
| Application Phase | 2 months | 1 Property owner submits application, including: <ul style="list-style-type: none"> - \$100 deposit - Documentation of private leverage - Proof of ownership (deed or tax receipt) - Proof of hazard insurance |
| | | 2 Façade Advisory Board reviews application for approval. |
| Design and Review Phase | 2.5 Months | 3 Project Architect meets with property owner to discuss improvements and develop a scope of improvements. |
| | | 4 Project Architect prepares façade rendering(s) and specifications. |
| | | 5 Project Architect reviews with property owner and makes one round of adjustments, as needed. |
| | | 6 Façade rendering(s) and specifications sent to i) the Mathews County Historical Society, ii) Virginia Department of Historic Resources for review and comment. |
| | | 7 Façade Advisory Board reviews and approves rendering(s) and specifications pending approval of all consulting parties. <ul style="list-style-type: none"> - Project Architect makes a second round of adjustments, as needed, per comments from consulting parties and Façade Advisory Board. |
| Bidding and Contract Phase | 1 month | 8 Program Administrator prepares bid documents and invites pre-qualified contractors to take copies of façade rendering(s) and specifications and do an on-site review. All requests for clarification will be received by a determined date and bid addenda will be released as needed. |
| | | 9 Façade Advisory Board receives and opens. Bids awarded to the lowest responsive, responsible bidder. |
| | | 10 Program Administrator prepares contract documents (3-party contract, deed of trust, note). Final documentation of private leverage collected. |
| | | 11 Program Administrator oversees execution of contract documents and loan closing. <ul style="list-style-type: none"> - Property owner provides private cash match, if applicable, at closing for escrow by the County in a non-interest bearing account. - Program Administrator reviews Labor Standards regulations with the contractor. |
| Construction Phase | 1.5 months | 12 Contractor begins work at Notice to Proceed. |
| | | 13 Building inspector makes progress inspections and issues requests for payment at 50% and 100%, and final inspection with owner sign-off. |
| | | 14 Program Administrator closes out Façade Improvement project and returns \$100 deposit, as applicable. |