

## FACADE IMPROVEMENT PROGRAM

## Step-by-Step Guidelines

<p><b><u>How it Works:</u></b> The Façade Improvement Program requires a percentage of matching funds from participants.</p>	<p>The City will split the project cost with applicant, 80/20 – the City will pay 80% <b>and the applicant pays only 20%.</b></p>	
<p><b><u>Eligible Improvements</u></b> Awnings Carpentry Fencing Iron Bar Removal/Disposal Trees Planting Only Lighting Masonry Painting Roofing Security Monitoring System Install Signs Windows/Doors</p>	<p><u>Examples for Single Storefront</u> <b>Total Project Cost = 9,500</b> 80%=\$7,600 City 20%=\$1,900 Applicant</p> <p><b>Total Project Cost = \$18,750</b> 80%=\$15,000 City 20%=\$ 3,750 Applicant</p> <p><b>Total Project Cost = \$32,500</b> 80%=\$15,000 City (Maximum) 20%=\$17,500 Applicant</p> <p>Loans forgiven over 3 years. Grants forgiven over 1 year.</p>	<p><b><u>Loan Funding Limits:</u></b></p> <p><b>Occupied Property:</b>      <b>Maximum from City</b> Single Storefront                      \$15,000 Multi-Entrance (3+)                      \$20,000</p> <p><b><u>Grant Funding Limit:</u></b>      <b>Maximum from City</b> <b>Any Eligible Property:</b>                      <u>\$2,000</u></p>

All projects, loan or grant, require a minimum of 3 (three) bids from licensed commercial contractors.

### **1 Get Your Application Package and Program Information**

- A. Available online at: [www.columbiasc.net/obo/commercial-loans-grants/facade-improvement](http://www.columbiasc.net/obo/commercial-loans-grants/facade-improvement) , or contact Program Coordinator (PC) to receive Application Documents. PC: 803.545-3381, [glhall@columbiasc.net](mailto:glhall@columbiasc.net), 1225 Lady Street, Columbia, SC 29201.

### **2 Determine Improvements**

- A. Candidates will prepare list of improvements they want to make to their building. Determine colors, sizes, etc.

### **3 Mandatory Pre-Renovation Meeting with PC & Planning Staff**

- A. When Candidate's improvement plan is completed, contact the PC to schedule your Pre-Renovation Meeting. During the Pre-Renovation Meeting, the Candidate's plan will be reviewed by the PC and City Planning Staff, to ensure materials and design(s) of your project meet standard City Code.

**NOTE: Applicants are not eligible to submit an application without attending this mandatory meeting.**

### **4 Prepare & Send Your Invitation to Bid**

- A. The PC will assist the candidate in preparing the Scope of Work (SOW) for their project.  
B. In addition to the SOW, your Invitation to Bid should include the deadline for bids to be submitted, usually 2 weeks from date of Invitation to Bid.

**NOTE: In order to receive at least three (3) bids, you may have to invite 5-6 contractors to bid.**

### **5 Other Required Application Documents (See Application Checklist)**

- A. **Provide Proof of Good Standing for the following:**  
**Property Taxes:** Copy of most recent Paid Tax Receipt  
**Sewer & Water Fees:** Copy of most recent bill showing "zero" (\$0.00) Past Due  
**Mortgage or Lease:** If paying mortgage or lease, provide copy of most recent statement showing "zero" (\$0.00) Past Due;
- B. Copy of existing **Property and Liability Insurance** (must show property address – Declaration Statement)  
C. Copy of **Business License**, when applicable.

### **6 Capturing Job Creation/Retention Information**

- A. Applicant will provide information on job creation and/or retention as requested by the City.

## 7 Receiving Your Bids from Contractors

- A. **A minimum of three (3) bids must be submitted with your application.** Of the 3 bids submitted, the Applicant will clearly mark the contractor's bid they are selecting to perform the work.
- B. The City encourages applicants to extend opportunities to bid to minority, women and/or veteran-owned businesses. *(A reference list of these business types is available upon request.)*

## 8 Assemble Application Package & Deliver (use the Application Checklist included in your package)

- A. Submit Application Package to Project Coordinator by mail or hand-deliver to 1225 Lady Street, Columbia, SC 29201. Your Application Package will be Time/Date Stamped to record receiving. Applications can also be submitted online; **however, an original, hard copy must still be submitted by stated deadline.**

## 9 Application Package Review and Approval/Denial Process

- A. **Complete** Applications will be reviewed and awards announced by 1/31/2017.
- B. Application Packages will be processed on a first come, first served basis. *(Criteria by which Applications are evaluated are available by request.)*
- C. When applicable, the City's Planning Division will issue the Certificate of Design Approval (CDA) upon approval of the Façade application.

## 10 Contractor Permitting & Forgivable Loan Closing/Grant & Project Agreements

- A. The Applicant is responsible for ensuring that the Contractor obtains applicable permits, temporary encroachments, etc., which are standard requirements for all construction projects within city limits.
- B. Permits will be obtained within 30 days of the Applicant receiving Official Notification Award.
- C. The Applicant is responsible for providing Permit confirmation and contacting Façade Staff when this step is complete.

**NOTE: Only when all required permits and plans approval are completed, will the Closing be held.**

## 11 Loan Closing, Agreement Signing and Notice to Proceed

- A. All Forgivable Loan/Grant Closing will be **conducted by 2/10/2017.**
- B. At the conclusion of the Forgivable Loan/Grant Closing, the "Notice to Proceed" will be issued.
- C. **No project construction shall begin without issuing the Notice to Proceed.**
- D. It shall be the responsibility of the Applicant to pay for any work, which is started/completed prior to receiving a 'Notice to Proceed'.

## 12 Construction

- A. **The Applicant is responsible for contacting Facade Staff to advise the first day work begins onsite.**
  - The Applicant serves as the Project Manager and is responsible for seeing that contractors start and complete their work as agreed.
  - Without written approval, failure to complete a project by the Completion Date may result in loss of funding.
  - The City must periodically conduct interviews with the construction workers on the job site. The purpose of the interviews is to capture observations of the work being performed, get the workers' views on the hours they work, type work they perform and the wages they receive.
  - The City reserves the right to inspect your project at any time.

## 13 Default

- A. If the Applicant **closes, sells or has a significant change in ownership for any reason,** to include foreclosure and/or any other legal action, prior to the established Maturity Date of the forgivable loan, or if the improvements are not properly maintained for a period of three (3) years, the forgivable loan will be considered in default.
- B. Improvements installed using the **Grant** have a maintenance period of one (1) years, or be considered in default.
- C. Upon Default, the City of Columbia has the right to request immediate repayment of the pro-rated, forgivable loan/grant balance.

**(Properly Maintained** – receives no Code Violation(s) or City Citations, and façade damage is repaired within 30 days)

## 14 Payment Process

### NOTES:

**The Applicant will pay the first 20% of the Project Cost.**

**Applicant's matching funds may be required in advance to contractor at Closing.** Applicant will provide copy of check for their portion paid to the Contractor.

**The City does not advance funds for any portion of this program. If Advanced Funds are required by the Contractor, these funds shall be paid by the Applicant.**

- The Contractor will submit their completed Certificate of Payment Request and Invoice **to the Applicant.**
- The Applicant will review the Pay Request and Invoice to ensure only completed work is being invoiced and approved for payment.
- All issues with Pay Applications will be resolved by the Applicant and the Contractor prior to submitting to the City. (*Façade Staff is available to assist with issue resolution, as needed.*)
- The Applicant will place their initials next to the Payment Due Amount on Payment Request and deliver the paperwork to Façade Staff.
- Applicants are strongly encouraged to pay Contractor within seven (7) business days of receiving payment from the City.
- Any cost beyond 80% (program maximum available from City) shall be the responsibility of the Applicant.
- From the date the Payment Request is **signed and dated by FIP City Staff**, the applicant can expect a check within 21 business days, or less.

**Contractor Note: Payment Request must be completed according to federal regulations and all related payroll documentation must be accurate and signed before Payment Request will be processed for payment.**

### Special Notes:

- ❖ Federal Regulations for façade programming prohibit funding for interior improvements.
- ❖ This program is federally funded; therefore, all projects must comply with applicable Federal Laws.