# FACADE IMPROVEMENT PROGRAM GUIDELINES

Thank you for considering participation in the City of Santa Cruz Façade Improvement Program. A façade improvement project typically takes 3 to 6 months from start to finish. The standard procedure for the Facade Improvement Program is as follows:

Application Phase (2 - 4 weeks)

1. An application form must be completed and submitted to the Agency for review.

    a. If a **business owner/tenant** is applying for a grant, the application must be signed by all legal property owners as well as all legal business owners.
    b. If a **property owner** is applying for a grant, the application must be signed by all legal property owners. In addition, documentation must be submitted showing that the business owner/tenant has been notified of the proposed storefront improvements.

2. The applicant must submit a copy of existing leases as a part of the application package. Building tenants should have a minimum of three years remaining on a lease from the date of the application. If the lease is for a term of less than three years, the property owner must agree in writing to limit rent increases to no more than 5 % per year for three years as a result of façade improvements.

3. The applicant confirms by his or her signature on the application that there are no outstanding code enforcement violations against the building or the business, or that any such violations will be corrected as a part of the proposed improvements.

4. The applicant must complete and submit a w9 form.

5. Staff will review the application and determine eligibility.

Design, Bidding and Agreement Phase (4 - 8 weeks)

1. Applicant selects design consultant.

2. Agency staff sets up a meeting with the designated contact person and design consultant to discuss proposed storefront improvements to be implemented under the grant.

3. Design consultant works with applicant to determine initial design proposal.

4. Agency reviews initial design proposal and notifies the applicant of approved improvements.

5. The applicant obtains bids for all approved facade improvements. Any improvement over $5,000 requires three written bids (except signage). All contractors must be licensed by the State of California.

6. Agency staff schedules a meeting with the applicant to finalize improvements to be implemented under the grant and to determine the level of funding to be awarded to the applicant. At this meeting, the applicant makes a final commitment for matching funds.

7. Agency staff prepares an agreement and transmits it to the applicant for signature.

8. The applicant executes contract with contractor(s). Applicant sets up work schedule with contractor(s). Applicant has thirty (30) days from the date that the Agency signs the agreement to authorize contractor(s) to begin work. If applicant has not authorized contractor(s) to begin work within thirty (30) days, the Agency has the right to terminate the agreement.

Construction and Completion Phase (4 – 8 weeks)

1. Applicant / contractor(s) obtain(s) all appropriate permits required by the City prior to proceeding with work. Agency assistance is available upon request.

2. Applicant is responsible for all agreements with and payments to contractors; however, contractor change orders may not be made without the written approval of Agency staff.

3. Applicant is responsible for monitoring contractor's work. Applicant and Agency staff must approve project completion.

4. Applicant pays invoices following Agency and applicant approval of work.

5. Applicant forwards a copy of invoices and checks to Agency staff for reimbursement as per grant agreement.

6. Once all appropriate checks are issued, project is complete.

Maintenance Requirements

By accepting grant funds, the applicant commits to properly maintain all improvements and to keep storefronts, as well as sides and back of buildings, clean and free of graffiti for a minimum of five (5) years at the applicant's own cost and expense. Any damage to the facade is to be repaired immediately by the applicant so that the building remains in good condition and positively contributes to the business area. On an ongoing basis, the applicant is required to touch-up painted areas and perform any other repairs needed to maintain building appearance including the annual cleaning of awnings (if applicable).

If you have questions about this program, please contact J. Guevara at:

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