

THE REDEVELOPMENT AGENCY OF THE CITY OF GALT FACADE IMPROVEMENT PROGRAM (FIP)

A STEP-BY-STEP GUIDE FOR APPLICANTS

This outline will guide applicants in completing all of the steps necessary to receive a grant from the Redevelopment Agency for improvements under the Facade Improvement Program (FIP). Note: The foregoing steps are for information only and are subject to change.

1. Confirm that your building is within the Downtown Core Area (see attached map).
2. Complete and sign application. If applicant is the tenant of the building, a copy of the ground floor lease agreement must be submitted with the signed application which also requires the property owner's signature.
3. Confirm that there are no outstanding code enforcement actions pending against the property.
4. Include any existing designs of building with the application.
5. Submit the application to the Agency for review and acceptance including \$250 non-refundable application fee.
- 6 Meet with the Agency's designated Project Manager to review concepts and application.
7. Execute the FIP Agreement. Review and sign Agreement prepared by the Agency. The Agency can not commit to providing financial assistance unless and until the FIP agreement is fully executed. Return the signed agreement to the Agency's Project Manager.
8. Meet with the Agency's Project Manager and project architect, to discuss applicant's preliminary thoughts on desired improvements.
9. Meet with Agency's Project Manager, including the Agency's project architect to review schematic drawings of the proposed improvements. Unless otherwise agreed, the Agency's architect prepares the schematic design. By signing the schematic plan, the applicant approves the design. The Agency will pay all costs associated with the preliminary project design work.
10. Complete the Design Development phase of the drawings. Unless otherwise agreed, the Applicant's project architect/engineer will prepare any necessary construction drawings. The Agency can provide a list of possible architects/engineers.

11. A Building Permit from the City of Galt may be required for the improvements. Applicants must submit a completed permit application to the Building Department. The Building Department will process the permit application and notify the applicant of deficiencies, if any. The permit fee will be paid by the applicant to the "City of Galt" for processing and issuance of the permit.
12. The Applicant's project architect/engineer will complete construction drawings for improvements. The drawings are sent to the applicant to be used in obtaining construction bids.
13. Applicant must obtain all permits including, but not limited to, electrical, plumbing, encroachment, and other permits, as required by the City for construction.
14. Applicant will be responsible to bid the project. The Agency's Project Manager, upon applicant's request, can provide a list of contractors from which applicant can solicit bids. This list is provided to applicant solely for purposes of assisting with the process of obtaining bids. Applicant shall solicit and obtain a minimum of two written bid proposals. The selected contractor may be required to pay prevailing wages if the total project costs exceed \$15,000, pursuant to the requirements of the California Labor Code, Section 1771.
15. The Agency Project Manager and applicant will evaluate bids. If the bid exceeds available resources, the Agency's Project Manager will assist applicant in evaluating means of reducing costs to reach the project budget.
16. Agency Project Manager approves the contract and the designated contractor before the applicant signs a construction contract. The construction contract shall be consistent with the terms and conditions of the FIP agreement signed by the applicant. The applicant is responsible for hiring and managing the contractor. Applicant has 30 (thirty) days from the contract execution date to authorize contractor to begin construction, otherwise the application is deemed automatically withdrawn.
17. Upon Agency's approval of the Owner-Contractor Agreement, a Notice To Proceed (NTP) will be issued by the Agency's Project Manager to the applicant. Contractor is not allowed to start work prior to the issuance of the NTP to the applicant.
18. Applicant is financially responsible for any approved change orders, which may affect the approved bid price. However, change orders are not to be made without the prior written approval of Agency's Project Manager and project architect.
19. Once work is successfully completed, applicant shall obtain a final invoice from the contractor. The applicant shall send a copy of the final invoice to Agency's Project Manager. The contractor shall also provide final lien releases and certified payroll to the Agency.

20. The project shall be deemed complete once the Agency's Project Manager and Building Department sign the Notice of Completion.
21. Agency shall provide applicant matching funds on a dollar for dollar basis up to \$15,000.
22. Applicants commit to maintain improvements and keep storefronts clean and free of debris and graffiti.