

# 2018-2019 City of Tracy FACADE IMPROVEMENT GRANT PROGRAM

## Program Description and Application



Applicant Name: \_\_\_\_\_

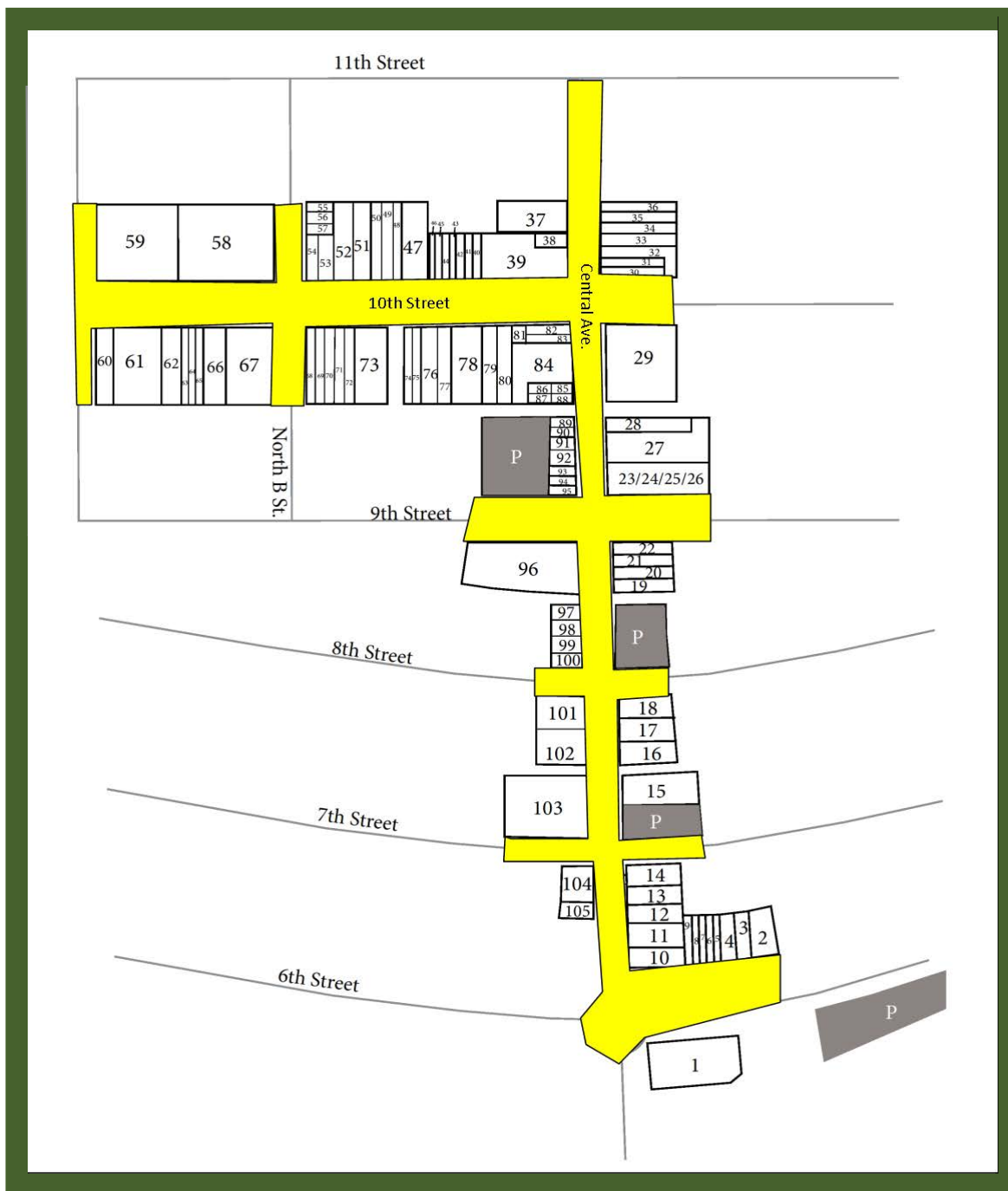
Project Address: \_\_\_\_\_

Grant Request:      Storefront Improvement ☐  
(select one only)

Sign / Awning ☐

## PROGRAM TARGET AREA

The program eligible boundaries mirror the boundaries of the Tracy City Center Association Community Benefit District which include commercial properties generally fronting Central Avenue between 6th Street and 11th Street, and commercial properties fronting 10th Street between A Street and Central Avenue. Businesses located within commercial properties (parcels) in the Community Benefit District fronting the side streets of A Street, B Street, a portion of 10th Street east of Central Avenue, 9th Street, 8th Street, 7th Street and 6th Street are also deemed eligible. The Program Target Area map below further illustrates the generally eligible area.



## CONTACT INFORMATION

For more information about this program or to schedule a meeting with city staff to discuss your project, please contact the following Façade Improvement Grant Program representatives:

Barbara Harb, Economic Development Division  
209.831.6491 or [barbara.harb@cityoftracy.org](mailto:barbara.harb@cityoftracy.org)

## GOAL & DESCRIPTION

The City of Tracy has established a Façade Improvement Grant Program to help strengthen the revitalization of Downtown Tracy (the targeted area). The Program offers grant funds to property and business owners to be matched by an equal or greater investment of private funds for the purpose of restoring/renovating commercial storefronts and replacing deteriorated or poor quality commercial signs and awnings. The Façade Improvement Grant Program Committee will evaluate all applications to determine eligibility and, based on a set of criteria (listed below), award funding to those proposed projects that are determined to have the greatest impact on enhancing the targeted area.



### Specific Objectives

- Encourage private investment in the visual improvement of storefronts, signs, and awnings;
- Enhance the appearance of the streetscape;
- Reduce vacancies in the downtown area;
- Strengthen or restore the original character of historic buildings;
- Provide a catalyst for others to improve their buildings, signs, and awnings; and,
- Create new job opportunities through new or expanding businesses in the downtown area.

## PROGRAM FUNDING

Funding for the 2018-2019 fiscal year was awarded to the City of Tracy through a Community Development Block Grant (CDBG) from the United States Department of Housing and Urban Development (HUD). All federal regulations apply. The City anticipates that up to \$230,000 in program funding is available for the 2018-2019 fiscal year.

The Community Development Block Grant (CDBG) funded Façade Improvement Grant Program will provide reimbursement funding to the applicant for completion of work as detailed in the applicant's proposal. The following is a summary of eligible and ineligible costs of the program:

ELIGIBLE COSTS	INELIGIBLE COSTS
Development Permits as part of the scope of work	Architecture & Engineering expenses
Labor Compliance Monitoring for CDBG funded program requirements, including Davis-Bacon prevailing wage documentation and reporting. The City will pay such costs directly to the labor compliance consultant.	Demolition & Construction Activities not specifically allowed by the program, including interior renovations.
Demolition & Construction Activities, including ADA access	

### Storefront Improvement Grant

The grant for a storefront façade improvement will provide reimbursement funds for up to 50% of the cost of the façade improvement up to a maximum grant amount of \$50,000. The grant recipient's private match must provide a minimum of 50% of the cost of the façade improvement. In addition to the required private match, the grant recipient is responsible for all project costs that exceed \$100,000. An applicant's proposed storefront facade improvements can include, but are not limited to, painting, stucco, masonry, awnings and canopies, affixed signage, exterior lighting, commercial storefront replacement, and accessibility improvements. All facade improvements must meet and adhere to all applicable building codes and development requirements for the City of Tracy.

### SAMPLE GRANT FUNDING SCENARIO

#### Storefront Improvement Grant

1. Total cost of storefront improvement: \$100,000
  - Grant – up to \$50,000 for construction
  - Private Match – minimum \$50,000 for construction

2. Total cost of storefront improvement: \$140,000
  - Grant Award – up to \$50,000 for construction
  - Private Match – minimum \$90,000 for construction

## Sign/Awning Grant

The grant for a new sign or awning will fund up to 50% of the cost up to a maximum of \$5,000. The grant recipient's private match must provide a minimum of 50% of the cost of the new sign or awning. The grant recipient is responsible for all project costs that exceed \$10,000. An applicant's proposed storefront sign/awning improvements can include, but are not limited to; permanent, affixed signage, vinyl signage, sign awnings, storefront awnings, and entrance canopies. All facade improvements must meet and adhere to all applicable building codes and development requirements of the City of Tracy.

## SAMPLE GRANT FUNDING SCENARIO

### Sign/Awning Grant

1. Total cost of new sign or awning: \$10,000
  - Grant – up to \$5,000
  - Private Match – minimum \$5,000
2. Total cost of new sign or awning: \$15,000
  - Grant – up to \$5,000
  - Private Match – minimum \$10,000

## APPLICANT ELIGIBILITY

- Eligible projects include commercial storefronts, signs, and awnings. The following are ineligible projects: interior repairs not integral to the exterior façade; new building construction; purchase of real or personal property or equipment.
- The project is within the Program Target Area which include commercial properties generally fronting Central Avenue between 6th Street and 11th Street, and fronting 10th Street between A Street and Central Avenue. Businesses located within commercial properties (parcels) in the Community Benefit District fronting the side streets of A Street, B Street, a portion of 10th Street east of Central Avenue, 9th Street, 8th Street, 7th Street and 6th Street are also deemed eligible.
- The grant applicant must be a building owner or a business owner leasing a storefront;
- A tenant of a building must have the property owner's signed approval for proposed projects;
- For sign and awning projects, the tenant must have at least two years remaining on their lease at the location of the proposed project and/or have an option to renew for at least two additional years from time of application submittal;
- Each applicant, whether an owner or tenant, may be awarded only one Façade Improvement Program grant per existing structure with commercial frontage for each program year. Building owners with prime frontage on two sides, and multiple businesses within the same structure, may be eligible up to maximum total award of \$50,000 per commercial address. The City reserves the right to all discretion of award funding to projects.
- Building projects must be designed/constructed by a qualified design/construction professional and signs must be produced by a professional sign maker;
- All proposed projects are required to obtain proper permits and approvals through the City's Building and Fire Prevention and/or Planning Divisions; and,
- The project applicant must owe no outstanding property taxes, fees, judgments, or liens to the City of Tracy and have no outstanding code violations.

## APPLICATION REVIEW

### Criteria

The Façade Improvement Grant Program Review Committee is comprised of City Development Services Staff from the Economic Development and Planning Divisions. The Committee will evaluate each application for eligibility and how effectively the project meets the program criteria.

Specifically, project applications will be evaluated on how well each of the following program criteria is met:

1. Degree of visual improvement the proposed project will bring to the storefront and the streetscape;
2. Visual prominence of the project building and its location;
3. Project schedule and date of completion of the project;
4. The number of new jobs created by the expansion of an existing downtown business, or creation of a new downtown business; and,
5. Given limited program resources, additional consideration may be given to applications in which the private investment will be greater than 50% of the project budget.

### Process

Funding is awarded on a competitive basis until the funds are exhausted.





# INFORMATIONAL WORKSHOP

An informational workshop will be held on **Wednesday, August 22, 2018 from 4:00-5:00 p.m. in Room 109, City Hall**. Attendees will be provided with an overview of the program and learn more about program eligibility, information required in the application, and the criteria that will be used to evaluate applications.

## SUBMISSION REQUIREMENTS

All applicants must submit a completed application with the required attachments to the City's Economic Development Department, Tracy City Hall, 333 Civic Center Plaza, Tracy, CA 95376, **by 4:00 p.m., Thursday, August 30, 2018**.

Applications will be considered only if the application form is complete and includes the following:

1. Description of the project goal;
2. Explanation of the specific storefront improvements that you want to restore, rehabilitate, modify, or replace with the grant and your match funds;
3. Close-up photograph of the storefront in its current condition, and another photo of the entire building façade including the adjacent building storefronts;
4. A preliminary sketch of the proposed improvements; and,
5. Description of the private investment source that will be used to match the grant dollar for dollar (for example, applicant's cash on hand and/or a bank loan).

## AWARD NOTIFICATION

The City will notify applicants of project funding approval or denial by letter mailed to the applicant at the address provided on the application by September 13, 2018.

## APPEALING THE REVIEW COMMITTEE DECISION

Applicants whose projects are denied funding may appeal the committee's decision in writing to the Development Services Director no later than 10 days after funding denial notification.

## CONDITIONS FOR PARTICIPATION

Each applicant accepted for participation in the Façade Improvement Grant Program will be informed of the grant award via a conditional award letter from the City. The applicant will be required to sign a contract with the City to the effect that the applicant will abide by and understands the conditions of the City of Tracy Façade Improvement Grant Program. Most of the project specific conditions include the following:

### Storefront Improvement Projects

- **Architectural Assistance:** The Façade Improvement Grant Program requires that all storefront projects use the services of a design/construction professional. Conceptual design sketches are acceptable with applications. Full architectural drawings are not required. Architectural and engineering services costs are **not** eligible for reimbursement.
- **Engineering Services:** Professional engineering services, including structural, mechanical, electrical, and plumbing services, when required to construct the facade improvement project are **not** eligible for reimbursement.
- **Project Approvals:** Storefront projects must comply with all applicable state and local permit requirements. All design drawings must be reviewed and approved by the City Program Committee.
- **Improvement Protection:** Storefront Projects must remain in place and unaltered for five years from the date the improvements are completed, per the grant agreement. If such improvements are removed or modified within the five year period, or if the property is sold before five years, the City may demand partial repayment of the grant funds on a pro rata basis.





## Sign/Awning Projects

- **Bids and Approvals:** Contractor proposals should include scope of work, itemized project budget, timeline, and qualifications. The final project design needs to be approved by the Program Committee prior to any work commencing, and must comply with all applicable state and local permit and approval requirements.
- **Improvement Protection:** Signs and awnings must remain in place and unaltered for five years from the date the improvements are completed, per the grant agreement. If such improvements are removed or modified within the five year period, the City may demand partial repayment of the grant funds on a pro rata basis.

## ALL PROJECTS

- **Conditional Notice/Award to Proceed:** The City of Tracy will provide approved applicants a conditional award letter. Upon satisfaction of various program requirements, including execution of agreements, permitting, contractor procurement, and labor compliance, the City of Tracy will issue a Notice to Proceed to the applicant.
- **Advance Payment:** No grant or private funds may be paid in advance of work being performed prior to receipt of a Notice to Proceed letter from the City of Tracy.
- **Contractor Eligibility:** The City requires that program participants act as the lead party in the bidding and contracting process. All contractors bidding on the work shall maintain an active license, in good standing with the State of California Contractors State License Board (CSLB). Contractors, and its subcontractors, are required to be registered with the State of California Department of Industrial Relations (DIR) and maintain an active Public Works Contractor Registration Identification Number prior to bidding the work. A subcontractor list must be provided for any contractor employing subcontractors. The contractor, and subcontractor, awarded the work shall be in good standing in the Official U.S. Government System for Awards Management (SAM).
- **Procurement of Services and Construction Work:** Services of architects, engineers, artists, consultants and similar professionals are exempt from competitive bidding requirements. Construction projects with a cost of less than \$5,000 are exempt from competitive bidding requirements. Construction projects with a cost above \$5,000 are required to follow the small purchase method which includes providing three (3) bids from independent contractors. Sole source approval under the small purchase method is not allowable. If a project is over \$100,000 in value, the contractor shall provide a payment and performance bond in favor of the applicant.
- **Contractors Compliance:** Since the grant funds are federal monies through the Housing and Urban Development Department Community Development Block Grant (CDBG), contractors will need to abide by Davis-Bacon federal wage rates and regulations by paying prevailing wages and providing certified payroll through an established Labor Compliance Program. The City will provide financial and administrative assistance with compliance in cooperation with an independent Labor Compliance Consultant. Certified payroll must be submitted with each invoice.
- **Pre-Construction Meeting:** A pre-construction meeting with the Program Committee, Community Development Block Grant Administration and Labor Compliance Consultant is required prior to any work commencing on a project.
- **Construction Phase:** The contractor is subject to Davis-Bacon and related Acts when applicable and is required to coordinate with the Labor Compliance Consultant for on-site notice requirements, applications for payment, and certified payroll. All construction must be complete by or before June 30, 2019.
- **Invoice Review and Approval:** Prior to payment of any invoice for completed work, whether with private funds or grant funds, the invoice must be provided to the Program Committee for review and signed approval that work was completed per the approved drawings. Without this prior approval, grant funds will not be made available for a project. The final invoice will be paid after a Program Committee member has conducted a final inspection and signed off that all work has been satisfactorily completed. Each invoice must be from the grant recipient with all contractor, designer, or supplier invoices attached, plus appropriate certified payroll (Davis Bacon) for the period of time covered by the invoices.
- **Payment of Private Match:** Each grant recipient's private funding match must be used in its entirety in payment of project invoices before grant funding is made available. Payment of invoices with grant funds will be done by check made out to the grant recipient.





# FACADE IMPROVEMENT GRANT PROGRAM APPLICATION

(COMPLETE ALL FORMS)

Amount of City Grant Request:

Date Submitted: \_\_\_\_\_

Project Start Date: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

Applicant's Funding Match: \_\_\_\_\_

Total Estimated \_\_\_\_\_

Project Cost: \_\_\_\_\_

## Business Information

Name of Applicant: \_\_\_\_\_

Contact #:

Email: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

## Property Owner Information

Property Owner's Name:  
(if different than applicant)

Property Owner Contact #:

Property Owner Email: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

## Detailed Project Description & Goal

☐ attach separate  
sheet if needed

How Many New Jobs Will Be Created?: Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_

What Is The Source of Private Match Funding?: Cash On-Hand \_\_\_\_\_ Financing \_\_\_\_\_

# FACADE IMPROVEMENT GRANT PROGRAM

## APPLICATION (PAGE 2)

### General Conditions:

- The applicant is solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, prevailing wage, and other applicable regulations.
- Work completed prior to final grant approval is not eligible for funding. The applicant will not seek to hold the City of Tracy and/or its agents, employees, officers, and/or directors liable for any property damage, personal injury, or other loss relating in any way to the City's Facade Improvement Grant Program.
- The applicant agrees to maintain the property and improvements for a minimum of 5 years.
- The applicant authorizes the City of Tracy to promote an approved project, including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in City of Tracy materials and press releases.
- The applicant understands the City of Tracy reserves the right to make changes in conditions of the Facade Improvement Grant Program as warranted.
- If at any time you wish to withdraw your application, you must notify the City of Tracy Development Services Director in writing at 333 Civic Center Plaza, Tracy, CA 95376, as soon as possible.
- The applicant has read and understands the program description and agrees to its terms.

**ARE ALL  
REQUIRED  
DOCUMENTS  
INCLUDED OR  
ATTACHED?**

### Submittal Checklist:

- ☐ Project Description and Goal (details of specific improvements)
- ☐ Close-up storefront photograph
- ☐ Building photograph (entire and each side)
- ☐ Preliminary Sketch of proposed improvements
- ☐ Description of Private Investment Source used for funding match

Applications are considered incomplete if all required documents are not included upon application submission. Incomplete applications may not be eligible for grant funding, at the discretion of the City.

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Applicant Signature

Date

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Property Owner Signature  
(required if applicant is not property owner)

Date



**Completed Applications due by 4:00pm on August 30, 2018 to:**  
City of Tracy, Economic Development- 333 Civic Center Plaza, Tracy, CA 95376