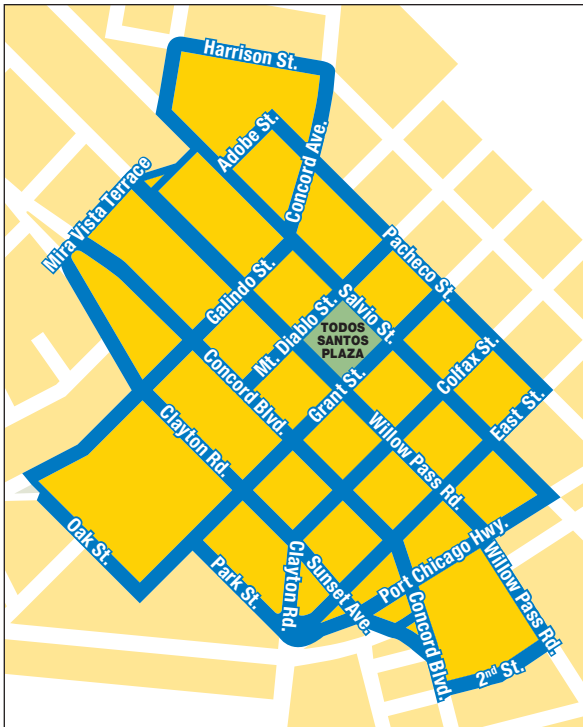


“Attractive storefront facades improve the business’ image, attracts new customers, enhances the downtown area, and increases property values.”

Project Area



Grant applications will be accepted on a priority basis and funding will be discretionary based upon selection criteria.

For additional information regarding the City of Concord Redevelopment Agency’s Downtown Façade Improvement Program, please call: 1-800-828-2254.



Downtown Façade Improvement Grant Program

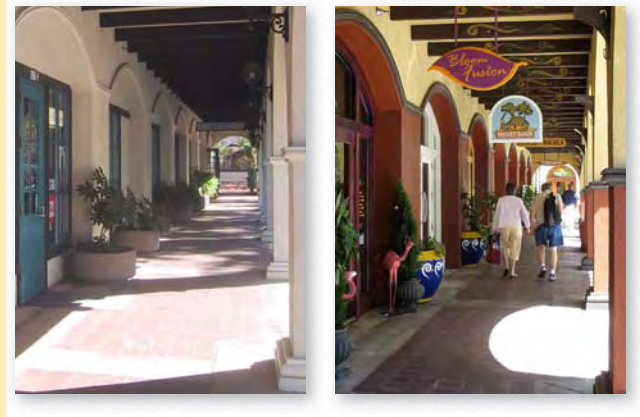
The City of Concord Redevelopment Agency supports the local business community and contributes to improving the vibrant downtown by providing grant funding for façade improvements to qualifying commercial business and property owners.

These grants are available to assist owners in improving their storefronts and commercial building façades.

An agency funded architect is available for free consultations to assist owners in developing a design concept for potential façade improvements.

Eligibility:

- The applicant can be the property owner or current business owner of commercial structures.
- The property must be located in the specified project area (See map on back panel)
- All storefronts in a building must be improved.
- Eligible improvements under this program may include the following:
 - Initial design services
 - painting of the building and architectural features
 - repair of the building façade
 - replacement and/or repair of architectural elements
 - new signage
 - new awnings
 - exterior wall finishes
 - new doors and windows
 - new exterior lighting
 - permanent and improved outdoor dining areas
 - additional site improvements that may be appropriate



BEFORE

AFTER

Grant Terms:

The Redevelopment Agency will reimburse up to 66% (2/3) of the approved project costs.

The Maximum grant that may be available for qualifying property or business owners is up to \$50,000.

Initial Priority Areas:

- **Grant Street** (between Willow Pass and Salvio)
- **Colfax Street** (between Concord Blvd. and Salvio)
- **Galindo Street** (between Willow Pass and Salvio)

Dramatic improvements to buildings can be made with minimum costs.

Funded projects must follow the Façade Improvement Program Design Guidelines (available by request). All project work must be done at prevailing wage by licensed and insured contractors.



REDEVELOPMENT AGENCY
DOWNTOWN FACADE IMPROVEMENT PROGRAM APPLICATION

APPLICATION FOR: GRANT

DATE: _____

APPLICANT		IF APPLICANT IS NOT PROPERTY OWNER, PROVIDE OWNER INFORMATION	
NAME		NAME(S)	
MAILING ADDRESS			
DAYTIME PHONE	BEST TIME TO CONTACT APPLICANT	DAYTIME PHONE	BEST TIME TO CONTACT OWNER(S)
PROJECT ADDRESS		TOTAL NUMBER OF STOREFRONTS IN THE PROJECT The project must include every storefront in the building.	
STOREFRONT	STOREFRONT BUSINESS NAME(S)	BUSINESS TYPE(S)	
DESCRIPTION OF PROPOSED STOREFRONT IMPROVEMENT(S)			
ESTIMATED BUDGET	AGENCY ARCHITECTURAL DESIGN SERVICES REQUESTED	ATTACH	
\$	<input type="checkbox"/> NO <input type="checkbox"/> YES, ADDITIONAL PHOTO COPY IS ATTACHED	1) Photograph of the storefront(s) before the improvements	



REDEVELOPMENT AGENCY
FACADE IMPROVEMENT PROGRAM AGREEMENT

I, _____, the Applicant, have read the guidelines for the City of Concord Facade improvement Program and agree to carry out the work in accordance with these guidelines. I further agree to comply with the Design Guidelines and recommendations of the Agency. I understand any changes in the approved plans or specifications must be presented to the Concord Redevelopment Agency for approval.

Attached to this application is a photograph of the storefront(s) before the improvements have been performed. If I am interested in receiving free architectural design services, I have attached two copies of the photograph.

I specifically understand that participation in the Facade Improvement Program is voluntary. In stating my request to participate and in consideration for the Agency's agreement to provide funding, I agree to hold harmless and defend the City of Concord, and the Concord Redevelopment Agency, its officers, and employees from and against any and all claims, loss, liability damage, and expense, including but not limited to those relating to the selection and construction of a design for the Applicant's storefront, that arise from the Applicant's participation in this Program; provided, however, that this provision does not apply to claims, loss, liability, damage, and expense resulting from the active negligence, or willful misconduct of the City of Concord or the Concord Redevelopment Agency.

I understand that I cannot begin work on the improvements until my application has been finally approved by the City of Concord and I have entered into and fulfilled the terms of a contract with the City to complete the improvements. I understand that I will be required to submit evidence of all necessary permits/approvals to the program staff prior to commencing work on the project.

APPLICANT

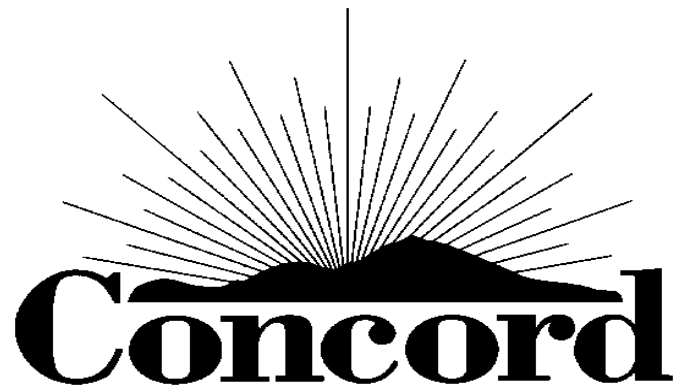
PROPERTY OWNER

The property owner's approval of this application is required if the applicant is a tenant in the building.

APPLICANT SIGNATURE

PROPERTY OWNER'S SIGNATURE (If Applicant is not the Property Owner)

Return completed Agreement and Application to: Florence Weiss
Downtown Program Manager
City of Concord
1950 Parkside Drive, MS/1B
Concord, California 94519



CITY OF CONCORD

**DOWNTOWN
FAÇADE IMPROVEMENT
PROGRAM**

**PROCESS & SUBMITTAL REQUIREMENTS
FOR
APPLICANTS**

INTRODUCTION: FAÇADE IMPROVEMENT PROGRAM PROCESS

The purpose of this document is to assist Building-Owner and Tenant Applicants' participation in the Redevelopment Agency's *Downtown Facade Improvement Program*. It is hoped that the use of facade improvement funds, through the following process, will help property and business owners improve the visual and economic business environment of downtown Concord. We believe that by enhancing individual properties, tenant businesses and the overall shopping experience, downtown Concord will continue to emerge as an interesting, exciting destination for shopping, dining and enjoyment for both local citizens and visitors.

There are 9 steps to the process of improving your building facade. This document is a supplement to the Application Package you received when you initially applied for the program. This document will help you track the necessary information and materials to be included in the submittal.

Below is a brief summary of the 9 steps of this process, followed by a more detailed description of each step:

1. Applicant submits completed program application;
2. Initial meeting and consultation with City staff and consulting architect;
3. Follow-up meeting for deciding upon building improvements, budget and required submittal package;
4. Applicant enters into grant agreement with the Redevelopment Agency;
5. Applicant submits completed "Improvement Package" with project improvement details, including a contract with a licensed contractor and a cost estimate of the project, for City staff review. City staff reviews submittal, then contacts Applicant with further inquiries or with "go-ahead" on project;
6. Construction of Building Improvements;
7. Site Inspection;
8. Receipt of Grant Disbursement.

If Applicant follows each of these steps to project completion, Applicant will receive the grant towards the upgrade of the facade, thus facilitating the City's participation in the overall effort of improving Downtown Concord. A more detailed description of the stages is as follows:

1. Submittal of Application

Potential applicant interested in obtaining a facade grant contacts City staff to request an Application Package for review. After reviewing the application

package, applicant initially determines what improvements might be made to the property, and contacts City staff with any questions. Applicant submits the completed Application Package to City staff. The submitted package should include a description of the type of improvements, an estimated budget, approximate grant amount to be requested from the Redevelopment Agency, and a photograph of the existing storefront.

2. Initial Meeting and Consultation

City staff schedules an initial meeting with the Applicant and the City's design consultant, SZFM Design Studio. At this initial meeting, the facade improvement will be discussed with the Applicant. The Applicant should bring the following to this meeting:

- Building Photos/drawings;
- List of current building uses/tenants; and
- Approximate square footage of building.

If possible, it would be helpful to bring these additional items:

- A building floor plan;
- A scalable building plan (or actual length of building at street frontages); and
- Building elevation along street frontage.

Note: At the end of this meeting, the Applicant will come away with ideas for general improvements that could be made with program funds.

3. Follow-up Meeting for Improvement Program and Budget

After the initial meeting, SZFM will sketch some conceptual improvement ideas and an estimated budget for various items of those improvements. When these items are completed, the City will schedule a follow-up meeting to present these ideas to the Applicant.

At the meeting, SZFM's concepts and the budget will be discussed, revised if necessary, and agreed upon by all parties. Each party will take a copy of the approved concepts and estimated costs, and the Applicant will use those documents to prepare for the next step - submitting the grant application package for Agency Board consideration. If further revisions are necessary to develop a facade improvement concept that can be agreed on by all parties, the Applicant must reimburse the City for architect's additional time (i.e., the cost for an additional 1-hour meeting would be \$200).

Note: The concepts agreed upon in this initial approval will be an attachment to the agreement between the Redevelopment Agency and the Applicant. They must be carried out in full by the Applicant in order to receive the grant from the Redevelopment Agency.

4. Entering Into Grant Agreement.

Once the Applicant and City staff have agreed upon a facade improvement concept and project budget, staff will prepare a recommendation for the Façade Improvement Program (FIP) Committee to approve a Facade Improvement Program Grant. The Applicant will be notified of the time, date and place of the FIP Committee meeting at which the application will be considered.

5. **Submission and Review of Improvement Package**

After the grant application is approved by the FIP Committee and the grant agreement is approved by the Agency Executive Director, the Applicant will take the conceptual plan agreed to in Step 3 which has been incorporated into the contract, and develop it into a formal, professionally-produced design submission as an "Improvement Package." (*City staff can provide a referral list of local design professionals who could be retained to assist the Applicant in preparing this submittal.*)

For example, if the conceptual plans call for an awning, an awning manufacturer should supply a color detail drawing to scale, shown in its proposed location on the building elevation. If only a portion of the building is to be painted, a scale drawing of the building face should be shown with the existing paint color to remain as well as the areas scheduled for new paint (*see below for details*).

Items required in this Improvement Package may include:

- A Demolition Plan that includes all existing items or amenities to be removed, whether they are to be replaced or not;
- A Plan that includes the following:
 - Site address and vicinity map;
 - Property lines, streets and easements, if applicable;
 - A site plan and facade elevations that include all proposed facade improvements, including a section from the building through the sidewalk showing any projecting element and notes indicating work to be done;
 - Locations and widths of sidewalks and/or outdoor paving areas, if applicable;
 - Location and type of all exterior lighting, if applicable;
 - Locations of loading and storage areas, if applicable; and
 - Existing and new landscaping, including planter boxes (details should include location, containers, type of plants, etc.).
- A Sample/Materials Board (maximum 2' x2') with the type, color and texture of exterior materials. Examples of items to place on the materials board may include, but not be limited to, the following:

- Paint chips for painted or stucco areas (stucco finish texture not necessary, as long as the area is indicated on the elevation plan);
 - Pictures (preferably photos) of proposed fixtures, including light fixtures and door hardware;
 - Trim samples;
 - Pavers (include size, type and color on illustration); and
 - Signage samples (lettering awning materials, etc.).
- Manufacturers' specification and cut-out sheets for all manufactured items to be installed.

A minimum of two (2) sets of drawings, with one materials board, should be submitted. Drawings should be scaled, drawn and dimensioned at a scale of no less than 1/8" = 1".

Once the completed Improvement Package is submitted to City staff, it will be forwarded to SZFM for review of completeness and conformance with design intent, as determined by the approved conceptual design (see *Item 3*). If any previously-approved conceptual design elements are left out of the submittal documents, the Package will be returned to the Applicant for revisions and re-submittal.

If the submittal documents are approved, they will be stamped "approved in accordance with the design guidelines" by SZFM. One copy will remain with City staff (along with the materials board), and one copy will be returned to the applicant. These documents can then be used by the Applicant for acquiring applicable City permits (i.e., planning and/or building permits) and for receiving a final cost estimate from the contractor.

Note: When the Applicant receives the approved submittal, it is VERY IMPORTANT to immediately order all items to be installed, such as pavers and light fixtures. These items typically have long ordering lead times through the manufacturer, and may take eight to ten weeks to obtain.

6. **Construction of Building Improvements**

Prior to initiation of construction, Applicant must have:

- Received final approval of the Improvement Package;
- Executed the Property Maintenance Agreement;
- Entered into a contract with a contractor meeting Agency requirements and delivered a copy of this contract to the Agency.
- Submitted final cost estimates based on a line item construction bid and a 10 percent project contingency; and
- Attended a meeting with City staff to sign the grant agreement.

**Note: The selected contractor must carry worker's compensation and liability insurance and must be "reputable", meaning one which*

a) performs quality work; b) understands building codes and laws relating to construction; c) completes work on schedule; d) organizes and coordinates construction tradespersons; e) communicates effectively with all parties involved; f) operates a business; and g) follows program procedures.

Construction may commence only after the Agency has provided written authorization to proceed with the project.

7. Site Inspection of Building Improvements

When substantial completion of the project is reached, Applicant should contact City staff, who will schedule a site inspection with SZFM to ensure that the project has been constructed in accordance with the submitted plans. A punch-list may be prepared by SZFM for the Applicant's contractor to correct any incomplete installation or deficiencies. If necessary, a follow-up site inspection may be scheduled to ensure that the work is complete and in accordance with design intent.

8. Receipt of Grant Disbursement

Upon final completion of the improvements in accordance with the approved plans and specifications, Applicant requests Agency's approval of the work performed, and submits the contractor's Certificate of Completion to the Agency along with a request for payment. The construction improvements must be completed within nine (9) months of Agency approval of the project.

In order to receive the grant rebate, the Applicant will submit invoices with proof of payment for that portion of the cost which is the Applicant's responsibility, as well as for that portion of the cost that the Applicant seeks from the Agency. The actual grant amount available to the Applicant will be determined upon the Agency's approval of the final cost estimates.