

***Beaver County Downtown Revitalization Program  
Façade Improvement Program***

***Project Checklist for Applicants***

The decision to “spruce up” your storefront is an exciting, though often times, challenging one. The Façade Improvement Program administered by the Community Development Program of Beaver County offers both financial and technical assistance for façade renovation. When participating in the Façade Improvement Program, you can expect to follow a step by step process for completing a storefront renovation.

If you plan to do a substantial facade renovation, architectural services are available through the Main Street Architect Program funded through the Community Development Program. This will be the first step in planning for your façade renovation. Following the design phase, construction drawings and zoning/code compliance review may be necessary. The local municipal office must be contacted to make this determination.

If you plan to do a smaller project, for example, if your building needs repainted, new signage and/or awnings, the Community Development Program will offer assistance with selecting colors/materials/design.

No matter how small or large your project is, you can anticipate following a procedure that has been developed by the Community Development Program to ensure that all guidelines and federal regulations are adhered to. The design phase to actual construction to the completion of a project may take anywhere from six (6) months to one (1) year.

The following checklist summarizes what will take place during the process:

**A. Preliminary Phase:**

1. \_\_\_\_ Completed Pre-application with current picture of building, Certificate of Compliance, Property Owner’s Consent Form, and Municipal Certification Form is submitted to the Local Revitalization Organization (LRO) Design Chair.
2. \_\_\_\_ Pre-application reviewed by LRO. (LRO may recommend architectural services for design/drawings through the Main Street Architect Program). Once the pre-application is approved, the project is forwarded to the Community Development Program.
3. \_\_\_\_ Pre-design meeting held to review scope of work. If project requires architect drawings, Main Street Architect will be contracted to provide the drawings and SOW. If applicable, a letter is sent to the State Historic Preservation Office (SHPO) to request a review of the project to determine if there would be any adverse effect on the areas or structures. The SHPO process could take up to 45 days.
4. \_\_\_\_ Pre-bid meeting held and the following items discussed:
  - a. Two sealed bids with original non-collusions agreements are required.

b. Federal Labor Standards-Prevailing Wage Rates (Davis Bacon Act)

5. \_\_\_\_ If needed, applicant submits completed construction document to obtain necessary permits and approvals through the local Zoning or Code Enforcement.
6. \_\_\_\_ Preconstruction meeting held with applicant and contractor within thirty (30) days after written notice of bid opening. Agreement is signed and labor and reporting regulations are discussed.
7. \_\_\_\_ Agreement executed and notice to proceed received.

**B. Construction Phase:**

1. \_\_\_\_ Contractor submits notice of construction start to the Community Development Program.
2. \_\_\_\_ Original payrolls sheets submitted by contractor, and subcontractor if applicable, on a weekly basis.
3. \_\_\_\_ Project site inspections by Community Development Program representative.
4. \_\_\_\_ On-going technical assistance and support by Community Development Program

**C. Post Construction Phase:**

1. \_\_\_\_ Certification of work form signed by Applicant indicating satisfactory completion of work.
2. \_\_\_\_ Applicant submits payment in full to the contractor(s).
3. \_\_\_\_ Contractor and subcontractor if applicable submits any outstanding payroll forms, required documents, EEO Compliance Certificate and "Paid In Full" invoice.
4. \_\_\_\_ Reimbursement check is processed. (Provided all necessary paperwork has been received by the Community Development Program. Therefore, it may be advisable not to pay your Contractor in full until all necessary documents have been submitted by the Contractor or Subcontractor to the Community Development Program.)

Please note: If you have any questions regarding this information, please contact your Design Chair or the Community Development Program at 724-770-2040.