

BASIC PROCEDURE TO GET A STREETFACE FAÇADE LOAN

- STEP 1: Building owner submits Streetface application to the URA with photograph(s) of building, copy of current occupancy permit (if available), an application fee of \$100 per building, and a letter from the appropriate neighborhood organization.
- STEP 2: The URA will contact the applicant to discuss what plans the owner has for the building to be renovated and to tell them if they can proceed to the next step. The URA will also tell the owner if an architect is required for the project.
- STEP 3: The owner submits restoration plans to the URA to review and approve. (Note that in some neighborhoods the local business development group has a design review process in place that the URA cooperates with.)
- STEP 4: The URA will contact the owner to tell them if their design has been approved. If so, they can proceed to next step. If the design is not accepted, the owner may choose to change the design so that it is acceptable to the URA.
- NOTE: Program funds may require Davis Bacon Wage Rates for the contractor. The URA will advise at this stage if this is required and provide a wage determination.
- STEP 5: The owner solicits general contractors for bids based on the approved design. Contractors must be on, or apply to be on, the URA's qualified contractors list.
- STEP 6: The owner must submit at least three bids, based on the approved design, to the URA (indicating which contractor they have selected by signing off on the bid).
- STEP 7: The URA will review the bids. If the URA agrees with contractor selected, they will proceed to process an agreement with the owner.
- STEP 8: Once an agreement is executed, work may begin. URA will monitor progress of the building improvements.
- NOTE: THE URA CANNOT PAY FOR ANY WORK THAT HAS BEEN COMPLETED PRIOR TO A STREETFACE AGREEMENT BEING EXECUTED.
- STEP 9: The owner must pay their portion of the project costs before the URA will release its funds. Owner's architect must sign off on contractor's invoices submitted to the URA for payment. The URA will not make a final payment on the project until all work is complete.
- STEP 10: The project is monitored by the URA for five years after completion, and it is the owner's responsibility to maintain the improvements.