Commercial Façade & Roof Grant Program
Preparing Supporting Documentation

As part of the application process, applicant must prepare and submit a detailed scope of work, photographs or renderings, quotes, and any other plans or documentation necessary to accurately outline and display the intent of the project requesting grant funds. Remember that grants are competitive, so be as detailed as possible. You will also want to ensure that your applicant follows the Program Guidelines and adheres to applicable Design Guidelines. This document was created to help applicants in preparing a strong application. If you have any questions, please feel free to contact the Community Development & Redevelopment Department.

Creating a Scope of Work

The Scope of Work should be complete in the form of an outline, specify all work to be completed, and detail materials, products, and quantities to be utilized. It should be descriptive enough to outline the project for the City's review and to provide to contractors when soliciting quotes. The following example is for reference only:

1. Storefront display windows
    a. Remove current windows
    b. Replace all four (4) storefront display windows on the first story, west side
    c. Windows should match existing size
    d. Windows to be clear glass, no tint, painted aluminum frame [window manufacturer, model]
    e. Frame color to be [paint manufacturer, color name, SKU]
2. Front door
    a. Replace the customer entry door located on the front of the building, west side
    b. Door should be commercial grade with ADA accessible threshold
    c. Door will feature ¾ upper clear glass, no tint, aluminum frame
    d. Door and frame color to be [paint manufacturer, color name, SKU]
3. Painting
    a. Scrape paint off and power wash west side of building
    b. Repair damaged mortar joints using [manufacturer, material, color, etc.]
    c. Prime all areas to be painted with one coat of exterior grade latex primer
    d. Paint entire front of building (west side) with two coats of high grade exterior latex paint [paint manufacturer, color name, SKU]
4. Second story windows
    a. Remove current windows
    b. Replace the two (2) apartment windows on the second story, west side
    c. Windows should match existing size and style [ex: two over one] with lower operable sash
    d. Windows to be clear glass, no tint, paintable wooden frame [window manufacturer, model]
    e. Paint windows and frame with two coats of high grade exterior latex paint [paint manufacturer, color name, SKU]
5. Roof
    a. Remove existing single layer of roofing
    b. Inspect roof deck and repair any damaged areas with [ex: like material and thickness]
    c. Install [ex: EDPM or Rubber roofing] with [roofing manufacturer, model, color] according to manufacturer installation instructions
    d. Roof should provide a minimum [ex: 20 year warranty]
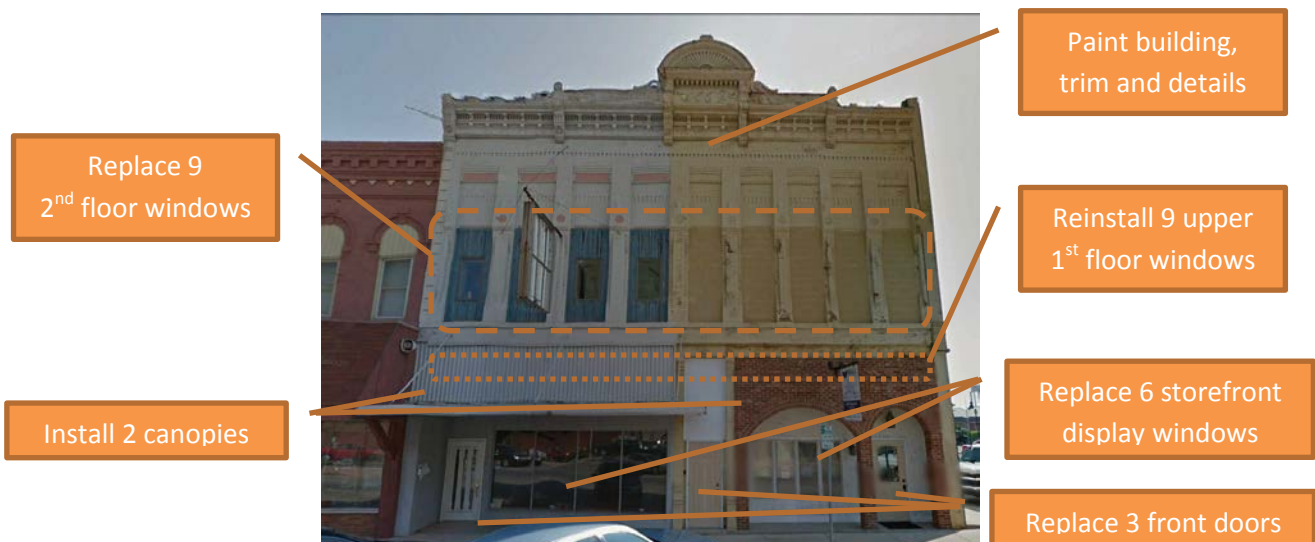
Obtaining Two Quotes

The scope of work should be detailed enough to solicit itemized quotes from at least two contractors. Specifying materials, manufacturers, product numbers and colors will ensure that each contractor is providing you with a quote that is 'apples to apples'. The quotes should also include the costs for all labor, materials, permits, etc. Quotes should be on contractor letterhead or form, include contact information (phone number minimum) and signed and dated by the contractor. The following example is for reference only:

John Doe Construction   123 Main Street   356-1234

1. Storefront display windows	$ 6,000	
2. Front doors	$ 2,000	
3. Painting	$ 1,500	
4. Second story windows	$ 3,500	
5. Roof	$ 9,500	
6. Labor	$ 5,000	
Total	$27,500	

Graphic Presentation (photographs, renderings, documentation, and plans)

To accurately show the intent of the project's scope, before and after images must be submitted with the application. The easiest way to do this is through the use of digital photographs, renderings, manufacturer product documentation, or plans. It is important to note that all improvements must be shown, including color information (such as swatches). Similar to the scope of work, it is beneficial to be overly detailed in order to ensure that your application is processed in a timely fashion without the need to provide additional information.

You should include a set of current photographs to show all facades and parts of the building or roof that are going to be improved. A second set of photographs, renderings or plans with clear notations to illustrate what improvements will be made and where they are located. Be sure to list or describe all the features and materials that will be a part of the project. The following examples are for reference only:
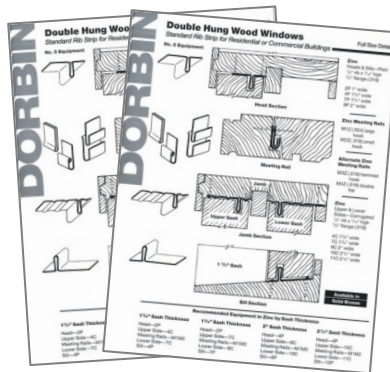

Project before photo

COMMERCIAL FAÇADE
& ROOF GRANT PROGRAM
Community Development
& Redevelopment

Project after rendering

Trim color

Detail color

Wall color

BODY	TRIM	ACCENT	ACCENT 2
SW 2857	SW 2814	SW 2829	SW 2847
Peace Yellow	Rookwood Antique Gold	Classical White	Roycroft Bottle Green

Sherwin Williams color swatches

Window & Door product sheets