

North Port Façade Improvement Program

- Reduce the number of deteriorated business properties in low- to moderate-income neighborhoods
- Improve facades of businesses in the City of North Port that serve predominately low- to moderate-income households
- Increase the tax base of the City of North Port and Sarasota County
- Increase economic development opportunities in the North Port area
- Create an attractive streetscape theme

Step 1

Marketing by City of North Port



- **City of North Port Website**
- **Door to Door Notification by Staff**
- **Public Outreach**
 - **Flyers and/or Brochures**

Step 2
Application by
Business



Business will Submit Application to City of
North Port

(If the business is a tenant in building with proposed façade improvements, the Building Owner must submit an affidavit)

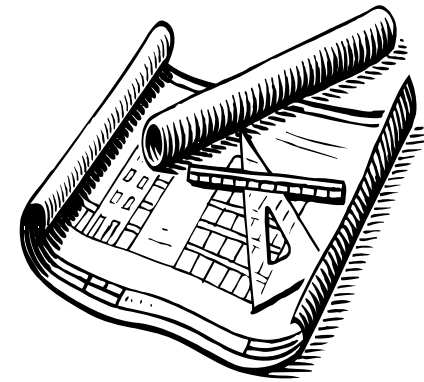
Step 3 – Eligibility Determination

City of North Port

Office of Housing &
Community Development
(OHCD)

- Is the business located in a census tract with a predominantly low- to moderate-income population?
- Does the business serve low- to moderate-income customers?

**Step 4
Proposed
Improvements by
Business**



Minor Exterior Improvements (Example: Painting)

Business will submit rendering to City of North Port

Major Exterior Improvements (Example: Roof/Windows/Doorway)

Business will hire an architect or professional to submit enhanced design plans & cost estimate to City of North Port

Step 5

Review by City of North Port



- **Do proposed plans conform to the City Ordinance pertaining to US 41?**
 - **Color**
 - **Roofing Materials**
- **Renderings/Plans/Cost Estimates Reviewed by City of North Port Staff**
- **Certificate of Appropriateness Issued**

Step 6

Office of Housing & Community Development



- **Environmental Review**
- **Historical Site Review if Property is > 50 years old**
 - **Photos/Scope of Work Submitted to State**
- **Documents Provided to Business Owner:**
 - **Sample Davis Bacon Wage Rates**
 - **Sample Payroll Forms**
 - **CDBG General Conditions**
 - **Sample Section 3 Business Criteria**

Step 7 Business Gets Bids



- **Business Owner obtains 3 bids using County bid package**
- **Business Owner must select the lowest responsive bid**
- **Bid Proposals must be submitted to the City of North Port**

Step 8 – Contractor Selection

City of North Port

Office of Housing &
Community Development
(OHCD)

- Is Contractor on the Federal De-Barred List? (If yes, not eligible. If no, proceed.)
- Contractor to Provide copy of Current License
- Contractor to Provide DUNS Number
- Contractor to Provide Proof of Insurance
- Contractor Submits W-9 Form
- OHCD Provides Final Wage Rates for Project

Step 9
**Office of Housing &
Community
Development**



- ✓ **Final Approval of Contractor's Bid**
- ✓ **Mortgage Documents Prepared and Fully Executed**
- ✓ **North Port Façade Improvement Program Agreement Fully Executed**

Step 10

City of North Port



- Pre-Construction Meeting with Successful Bidder
- Permitting Completed
- Notice of Commencement
- All Required Forms Signed by Contractor
- Business Owner Contribution Deposited with City of North Port
- Transaction Detail Provided to Office of Housing & Community Development

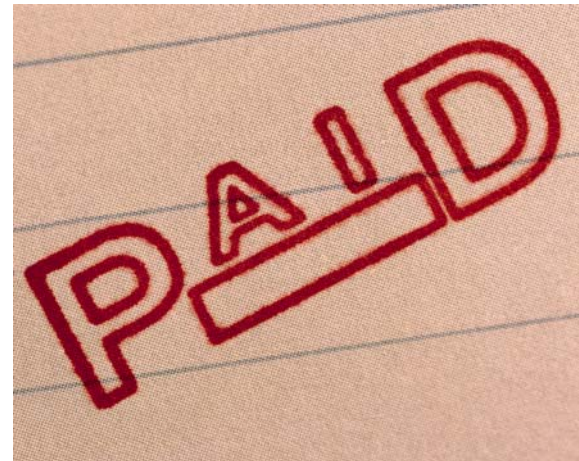
Façade Improvement Project Moves Forward

Office of Housing & Community Development

- Weekly Contractor Payroll Review
- Review of any Section 3 Sub-Contractors
- Inspections by City of North Port Staff and OHCD Inspector
- Payment Request Received from Contractor
 - Payment Request Form Signed by Contractor, Business Owner, North Port Staff, OHCD Director
 - Payment Request Processed if ALL Payrolls Meet Davis Bacon Requirements
 - Business Owner Contributions Used First as Payment to Contractor
- Bi-weekly Progress Conference Calls
 - City of North Port Staff and OHCD Staff, Contractor and Business Owner as needed

County Clerk-Finance Department

- Pre-Audit Invoice (usual procedure)
- Process Payment Request



Façade Improvement Finished!

