



## **CITY OF WICHITA NEIGHBORHOOD FAÇADE IMPROVEMENT PROGRAM PROCESSES**

### **APPLICATION AND PRE-REVIEW PROCESS**

- Step 1. Business property owner submits the application form and accompanying attachments.
- Step 2. HCSD staff review the application to ensure completeness. If incomplete, the application will be returned with deficiencies noted. If complete, staff will conduct vetting of all applications and independently verify:
- A. Ownership
  - B. Property tax status
  - C. Property maintenance record with the Metropolitan Area Building and Construction Department (MABCD) on any properties owned by the applicant(s).
  - D. Availability of matching funds

If the above cannot be verified, staff will either resolve any discrepancies with the applicant, or refer the issue(s) to the department director. Once verified (and/or discrepancies addressed), staff will notify the owner of preliminary eligibility.

- Step 2. Staff committee, comprised of the Director of Housing and Community Services, the Economic Development Director (Assistant City Manager), the Assistant Director of Housing and Community Services, and the Community Investments Manager, conducts preliminary review to verify compliance with program criteria, notifies applicants deemed to be ineligible.
- Step 3. Economic Development staff conducts vetting of applicants.
- Step 4. HCSD staff provides the property address to the Historic Preservation Officer to determine if historic preservation approvals will be necessary and conducts preliminary environmental review. If historic prohibitions emerge, the application will be denied.
- Step 5. Following receipt of vetting results, completion of preliminary environmental review, and historic preservation review, the staff committee reconvenes to review results and determine finalists, utilizing eligibility criteria.
- Step 6. Business property owner submits any additional information requested in order to finalize review.



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### **FINAL REVIEW PROCESS**

#### ***PHASE 1 – Environmental Review, Zoning Verification***

HCSD Staff will initiate the mandatory Environmental Review, and will submit the application package to the Metropolitan Area Planning Department (MAPD) to:

- A. Confirm consistency with zoning and planning for the area
- B. Confirm consistency with historic preservation requirements

#### ***PHASE 2 - Cost/Scope of Work Verification***

HCSD Staff will forward the package for simultaneous reviews to:

Public Works Department for review of the proposed work plan to:

- A. Confirm scope of work and feasibility.
- B. Determine need for Americans with Disabilities Act (ADA) compliance review
  - Refer to ADA specialist for review
- C. Confirm that cost estimates are reasonable

If necessary, above reviews will be contracted out and paid with CDBG administrative funds.

Metropolitan Area Building and Construction Department to determine if the project will require a building permit.

If any problems emerge in the City department reviews, HCSD will be notified and will contact the owner for resolution. If resolution cannot be achieved, the project will be denied.

If all reviews are positive and/or problems resolved, HCSD staff will refer to the director for approval. Following director's approval, staff will notify owner of approval.

#### ***PHASE 3 – Final Approval of Funding Recipients***

Staff committee reconvenes for final review, following receipt of Public Works, MABCD and MAPD reviews. Makes final decisions regarding applicants to be funded.



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### ***PHASE 4 - Contract Development and Approval; Project Monitoring***

Funding agreement and Loan Documents will be developed with the following conditions at a minimum, and sent to the Department of Law for review:

- A. Payments will be made during construction based on progress, to be determined when the contract is negotiated
- B. HCSD staff will monitor construction for compliance with Davis Bacon wage rate
- C. Contractor will report Section 3 compliance (see page 2)
- D. Construction timetable will be established to ensure timely expenditures and project completion
- E. Contract will include a provision that contractor is required to pay all subcontractors (lien waiver)

City Council Agenda report will be prepared for first possible Council meeting date for funding approval.

Once funding agreement and loan documents have been executed, staff will issue a "Notice to Proceed".

HCSD staff will monitor progress reports and will consult MABCD or Public Works staff if repairs exceed their level of expertise. Payments will be made based on percentage completion and progress reports.

HCSD staff will maintain project data for reporting to HUD.