



## **Forward Together Action Plan Notice of Funding Availability (NOFA)**

**Grant Name:** Forward Together Façade and Property Improvement  
Grant Program Round 3

**NOFA #:** P23020014007

**NOFA Posted:** May 17, 2024

**Question Priority Deadline:** May 31, 2024, by 11:59 p.m. PDT

**Applications Due:** August 5, 2024, by 11:59 p.m. PDT

## GUIDELINES

### OVERVIEW

The Forward Together Façade and Property Improvement Program (Façade Program) provides up to \$30,000 for eligible exterior improvements to properties located along key commercial corridors within City Council District 2.

The purpose of the Façade Program is to help the North Sacramento small business and real estate community recover from the negative economic impacts caused by the COVID-19 pandemic. By improving the physical appearance of corridor storefronts, the Façade Program aims to:

1. Stabilize existing businesses
2. Decrease vacancies
3. Attract more visitors
4. Spur new investment

The Façade Program is also an identified priority within the recently approved [Marysville-Del Paso Boulevard Forward Together Action Plan](#). Forward Together is a community-driven effort that identifies actions to increase the quality of life and economic growth for people and businesses along the Marysville-Del Paso Boulevard corridor. The priorities identified by Forward Together will also help to inform future City investment in North Sacramento.

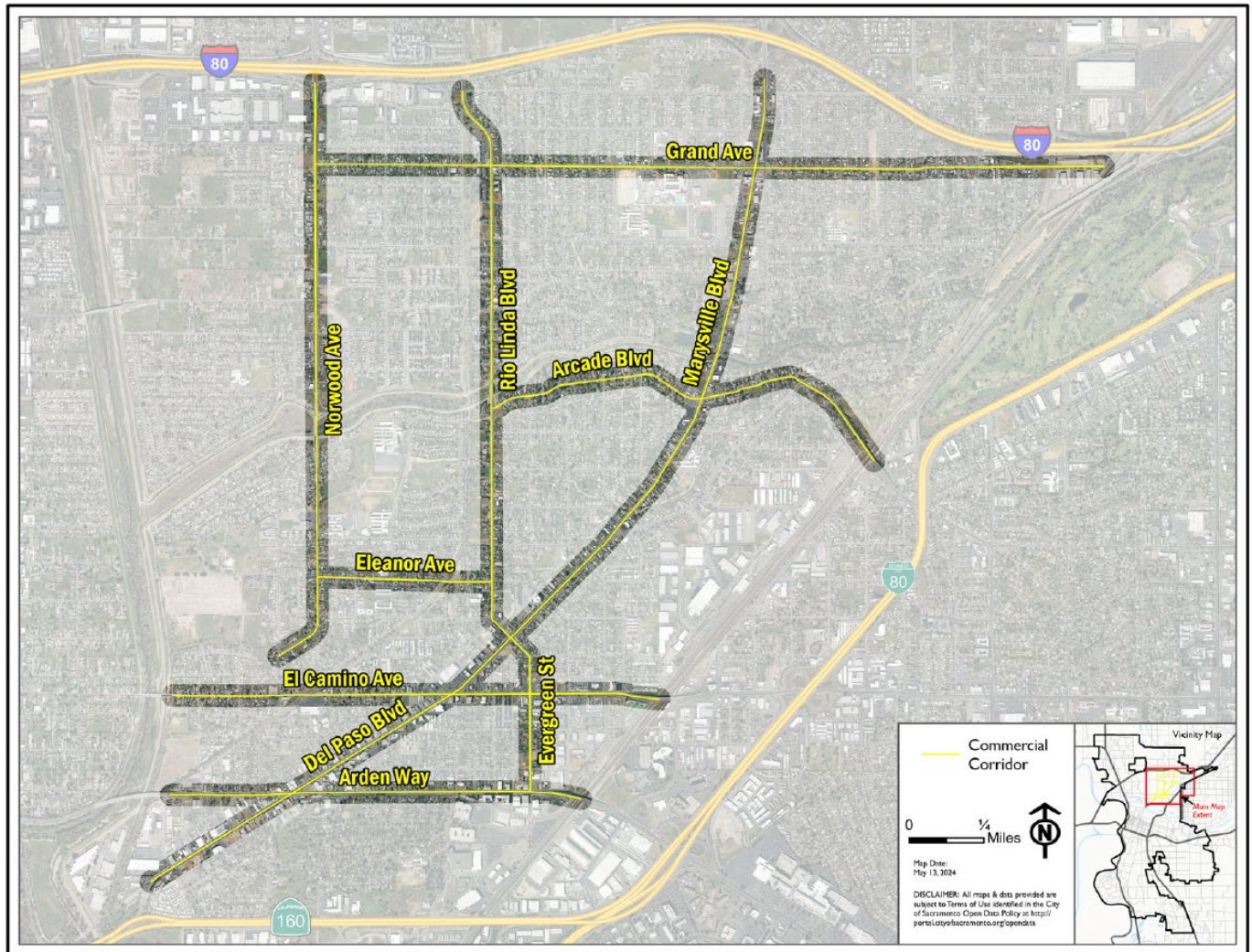
### ELIGIBLE APPLICANTS

To be eligible, applicants must be the property owner of, or the tenant occupying, a building with street frontage located on one of the following commercial corridors within City Council District 2:

1. Arcade Boulevard
2. Arden Way
3. Del Paso Boulevard
4. El Camino Avenue
5. Eleanor Avenue
6. Grand Avenue
7. Marysville Boulevard
8. Norwood Avenue
9. Rio Linda Boulevard

See the map on the next page or [view this interactive map](#) for the exact street segments that are eligible.

## Map of Eligible North Sacramento Commercial Corridor Street Segments



Additional eligibility requirements are as follows:

1. If the applicant is a tenant:
  - (a) The tenant must obtain the property owner's written consent for the proposed improvements; and
  - (b) Meet either (1) or (2):
    - (1) The tenant must have a current lease with a minimum of three years remaining; or
    - (2) The tenant must obtain the property owner's written assurance of a lease extension for at least three years.

### ELIGIBLE ACTIVITIES

Eligible activities include but are not limited to:

1. Exterior painting
2. Installation of new façade elements including, but not limited to, signs, awnings, canopies, lighting, windows, doors, stucco, siding, tile, or stone accents
3. Restoration of original architectural features
4. Removal of boarded windows, security bars, dilapidated signs, awnings, and other exterior clutter
5. Construction of new entrances
6. Construction of new and permanent outdoor dining or gathering spaces
7. Construction of new trash enclosures
8. Any applicable professional service fees related to design, architectural, engineering, and construction plans
9. Any applicable City and State permitting fees

The City will consider other activities on a case-by-case basis. In general, the activities must permanently improve the physical appearance of the property. Additionally, the activities cannot be one of the ineligible activities listed below.

Please note, the City is currently administering numerous grant programs including the [Forward Together Action Plan Pilot Program Grant Program](#). Applicants applying for multiple City of Sacramento grants cannot receive funding from multiple programs to pay for the same improvements.

## INELIGIBLE ACTIVITIES

Ineligible activities include:

1. Interior property improvements
2. Improvements to new buildings constructed within the last five calendar years
3. Performing general or deferred repair or maintenance including roof repair and replacement
4. Upgrading mechanical, plumbing, or electrical equipment
5. Temporary or removable patio furniture, fixtures, or accessories
6. Installation of permanent and irrigated landscaping
7. Land clearing or tree removal costs
8. Parking area paving, resurfacing, repairing, or restriping
9. Chain link fencing with or without slats
10. Residential projects located in residential neighborhoods and non-conforming uses in commercially zoned areas

## FUNDING PARAMETERS

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### AMOUNT AVAILABLE

There is approximately \$500,000 available for this round.

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### MINIMUM AND MAXIMUM FUNDING REQUEST

The minimum funding request per application is \$5,000.

The maximum funding request per application is \$30,000.

## NUMBER OF APPLICATIONS PER APPLICANT

Applicants owning, or doing business in, more than one building can apply for one grant per building. If a contiguous building with multiple storefronts, applicants can apply for one grant per storefront. However, the City reserves the right to limit the number of grants awarded to any applicant at its sole discretion.

## MATCH REQUIREMENT

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### GRANT AWARDS OF \$5,000

Grant awards totaling \$5,000 do not require a match.

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### GRANT AWARDS OF MORE THAN \$5,000

Any amount more than \$5,000 requires a 50% cash match. For example, if an applicant receives a \$25,000 grant, the applicant is required to contribute \$10,000 ( $\$25,000 - \$5,000 = \$20,000 \times 50\%$ ). In this example, the applicant will realize a total of \$35,000 in improvements with a \$10,000 investment.

## PAYMENT DISBURSEMENT METHOD

The City will issue payment via an incurred cost method. For this grant program, an incurred cost means either an expense that the grantee has already paid or an expense that the grantee is obligated to pay but has not yet made the payment.

The City will withhold 10% of the total grant award until completion of an onsite inspection of the completed project.

Additionally, for grant awards over \$5,000, the applicant must demonstrate compliance with the 50% cash match requirement before receiving final payment.

## OTHER REQUIREMENTS

Other requirements are as follows:

1. Must comply with all applicable local, state, and federal codes and design standards
2. Must comply with all applicable local, state, and federal prevailing wage requirements
3. Must execute a grant agreement with the City of Sacramento prior to incurring any reimbursable costs
4. Must not have any pending code enforcement violations or must demonstrate a plan to address code violations at the time of grant agreement execution
5. Must not be in foreclosure or bankruptcy proceedings at the time of application or grant award
6. Must be a permitted or conditionally permitted use
7. Must possess an active [City of Sacramento Business Operations Tax Certificate](#) or valid exemption at the time of grant agreement execution
8. Must be in active and good standing with the [California Secretary of State's business registry](#), unless a sole proprietor at the time of grant agreement execution
  - (a) If a sole proprietor, must have an active registration with the [County of Sacramento for a fictitious business name](#)
9. If the applicant is a nonprofit, must be in active and good standing with the [California Department of Justice's registry of charitable trusts](#)
10. Must comply with the City of Sacramento's Commercial General Liability, Automobile Liability; Workers' Compensation, and Professional Liability insurance requirements
11. Must receive approval of the Planning Division, receive a Building Permit, pay all required fees, and comply with any other City standards prior to commencing construction
12. Must utilize licensed and properly insured contractors to complete approved work
13. Must maintain the improvements for at least two years after the grant is complete
14. Must complete work within 12 months of grant agreement execution. While the City will prioritize applicants who can complete the proposed improvements within 12 months, the City will consider extensions on a case-by-case basis. The City must receive the extension request at least three months before the grant end date. The extension request must include a written explanation describing why the extension is needed.

## GRANT PROCESS

### OVERVIEW

This is the third, and likely final, round of the Façade Program. There is approximately \$500,000 available for this round of funding. If all funds are not expended, the City may release a fourth round or reprogram the funding toward other City Council District 2 priorities.

Applicants who applied in the previous two rounds, but did not receive an award, are eligible to apply again for third round consideration.

## QUESTIONS AND ACCOMMODATIONS

All questions regarding this solicitation must be submitted in writing to [smallbusiness@cityofsacramento.org](mailto:smallbusiness@cityofsacramento.org). Questions submitted via other methods will not receive a response.

There are two question deadlines. For priority questions, the deadline to submit is **May 31, 2024, by 11:59 p.m. PDT**. Answers to priority questions submitted by the deadline will be posted by **June 10, 2024**, on the [City's façade webpage](#).

For general questions, the deadline to submit is **August 2, 2024, by 12:00 p.m. PDT**. Answers to general questions submitted by the deadline will be posted by **August 5, 2024**, on the [City's façade webpage](#).

If applicants require language or translation assistance, please also submit requests in writing to [smallbusiness@cityofsacramento.org](mailto:smallbusiness@cityofsacramento.org). The City will make reasonable accommodations to provide in-language assistance as practicable.

## TENTATIVE TIMELINE

Activity	Estimated Date
Release of Round 3 solicitation	May 17, 2024
Priority question deadline	May 31, 2024, by 11:59 p.m. PDT
Priority question answers published	June 10, 2024
General question deadline	August 2, 2024, by 12:00 p.m. PDT
General question answers published	August 5, 2024
Application submittal deadline	August 5, 2024, by 11:59 p.m. PDT
Application review	Summer 2024
Award notification	Summer/Fall 2024
Grant agreement preparation and execution	Fall 2024
Anticipated grant term	One year

## SCORING CRITERIA

A review panel comprised of City staff will score applications using the following rubric:

Scoring Criteria	Maximum Points
<p><b>Location</b></p> <ol style="list-style-type: none"> <li>1. The location of the proposed improvement(s) is either directly abutting or has minimal setback from one of the eligible streets and the proposed improvement(s) are easily visible from the street without any obstruction such as a fence or other barrier.</li> </ol>	15
<p><b>Proposal and Budget</b></p> <ol style="list-style-type: none"> <li>1. The applicant clearly describes the funding request and proposed improvement(s).</li> <li>2. The applicant requests a reasonable and allocable amount of grant funds given the proposed usage.</li> </ol>	20
<p><b>Feasibility</b></p> <ol style="list-style-type: none"> <li>1. There are no significant barriers that jeopardize realizing the proposed improvement(s).</li> </ol>	10
<p><b>Timeline</b></p> <ol style="list-style-type: none"> <li>1. The project can be completed within 12 months or less.</li> </ol>	10
<p><b>Impact</b></p> <ol style="list-style-type: none"> <li>1. The project features high quality improvement(s) that will:               <ol style="list-style-type: none"> <li>(a) Permanently enhance the corridor streetscape</li> <li>(b) Significantly improve the visual aesthetic of the corridor</li> <li>(c) Support the retention of existing businesses and the attraction of new businesses</li> <li>(d) Increase patronage to corridor businesses</li> <li>(e) Deter corridor vacancies</li> <li>(f) Spur new corridor investment</li> </ol> </li> </ol>	45
<b>Total Points</b>	<b>100</b>



## STEP-BY-STEP OVERVIEW



### STEP 1: SUBMIT AN ONLINE APPLICATION

To apply, applicants must submit an online application via the Office of Innovation and Economic Development's [Submittable platform](#) no later than **August 5, 2024, at 11:59 p.m. PDT.**

**Required components of the application include:**

1. Applicant contact information
2. Property information
3. A written narrative describing the proposed improvements, how such improvements will benefit City Council District 2 commercial corridors, and why the City should select the applicant for a grant award
4. A preliminary cost estimate, including a line-item breakdown for labor, materials, design costs, and any other expenses
5. Price estimates/quotes from contractors
6. A preliminary timeline for completion
7. High quality “before” photographs documenting the property and the locations where the proposed improvements are to be performed
8. Disclosure if applied for or received other City of Sacramento grants within the last five calendar years
9. Disclosure of any ongoing code enforcement violations or legal proceedings related to the property
10. Attestation that the property has street frontage located on one of the eligible commercial corridors

**Other required components based on applicant type include:**

11. If a tenant is the applicant:
  - (a) Property owner's written consent approving of proposed improvements and
  - (b) A copy of a current lease showing a minimum of three years remaining or property owner's written assurance of a lease extension for at least three years

**Optional components of the application include:**

13. If available, attach any preliminary renderings, design, or construction plans
14. If known, contact information of contractors, architects, engineers, designers, or project managers to be involved
15. Applicant demographic information



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## STEP 2: ATTEND AN APPLICATION REVIEW MEETING

The City will review applications based on the prioritization criteria and at the close of each round invite the highest scoring applicants to participate in an application review meeting. At the meeting, applicants will meet with representatives from various city departments depending on the proposed improvements. The purpose of the meeting is to review the improvements and discuss the required approval processes necessary.



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## STEP 3: EXECUTE A GRANT AGREEMENT

Based on the application review meeting, if all parties agree to proceed, the applicant must execute a grant agreement with the City.



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## STEP 4: SEEK PLANNING APPROVAL

The grantee must work with the Planning Division to obtain all applicable Planning approvals.



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## STEP 5: SEEK BUILDING APPROVAL

Once the grantee obtains all applicable Planning approvals, the grantee must work with the Building Division to obtain all applicable Building approvals.



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## STEP 6: COMPLETE IMPROVEMENTS

After receiving all required approvals, permits, and submitting copies of executed contractor agreements as applicable, the grantee may commence construction. The grantee must complete the improvements within 12 months from grant agreement execution; however, the City will consider extensions on a case-by-case basis.



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## STEP 7: PARTICIPATE IN CLOSEOUT PROCESS

Upon completing the improvements, the grantee must participate in a closeout process, which includes an onsite inspection.

Once deemed satisfactory, the grantee must submit supporting documentation such as itemized receipts and proof of payment to vendors and contractors as applicable. To obtain the final 10% payment, the supporting documentation must demonstrate:

1. Spenddown of previous payments
2. Compliance with match requirement (for grant awards over \$5,000, 50% of grant award minus \$5,000)
3. Need for final payment (10% of grant award)



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## STEP 8: MAINTAIN IMPROVEMENTS

The grantee must maintain improvements, at his or her own expense, for at least two years after the grant closeout.

## MISCELLANEOUS

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### GRANT AGREEMENT TEMPLATE

[Here is a link](#) to the grant agreement template.

### AMENDMENTS

The City reserves the right to revise or amend any part of this Notice of Funding Availability (NOFA) by issuing an addendum up to the due date/time for submittal. If necessary due to the revisions or amendments, the due date for applications may be postponed.

### PUBLIC RECORDS

All applications and application materials are public records. All information received from an applicant, whether received in connection with a grant application or in connection with any grant funded activities performed, will be disclosed upon receipt of a request for disclosure pursuant to the California Public Records Act. Application scores are also subject to disclosure. The City reserves the right to use application materials as demonstration examples in future workshops.

### REJECTION OF APPLICATIONS

The City of Sacramento may, at its discretion, determine not to award any grant in response to this request or to negotiate with any grantee in any manner necessary to serve the best interests of the City. No applicant shall receive any compensation for preparing any grant application.