



ERIE COUNTY STOREFRONT REVITALIZATION GRANT

AWARDEE ORIENTATION MEETING

AUGUST 29, 2022



This Webinar will be recorded

AGENDA



- Welcome and introductions
- Overview of program and process
- Next Steps
- Q&A





PROJECT INITIATION

- Awardees will be notified directly within one week *via email* by their assigned Architectural Firm.
- After initial contact, the Architectural Firm will schedule an on-site visit.

****Architects will be paid directly from the County**





ON-SITE VISIT

**Scheduling will take time given number of projects assigned to Architects*

- Business owner and Architect will tour site/building
- Discuss ideas of requested improvements to be made
- Give general estimation of the cost for each improvement requested
- Prioritize the project based on overall needs and business owners requests



POST ON-SITE ASSESSMENT



- Provide necessary guidance on permits/local approvals potentially needed for your contractor to complete the project, including any potential historic preservation issues.
- Architect will provide business owner a rendering of anticipated design
- Both parties approve the assessment and rendering
- Architect will provide an agreed upon *Project Scope Document* listing each work type/item





HIRING YOUR CONTRACTOR(S)

****Business owner is responsible for hiring contractor**

- At least **two** contractor estimates must be obtained within **6 months** after receipt of Architect's *Project Scope Document*

*****If hiring more than one contractor (i.e., a siding contractor and a separate window installer) 2 quotes from each are required***

- Contractors must be licensed (if applicable) in NYS and carry Liability Insurance
- Final selected contractor estimates are sent to the Architect for approval
- Architect sends approved contractor estimates to Project Administrator





HIRING YOUR CONTRACTOR(S) **CONTINUED...**

- Project Administrator provides Contract Agreement between the business owner and contractor to be executed by both parties
- Project Administrator notifies business owner and contractor that the approved work may proceed





PROJECT COMPLETION

- Architect is contacted to make final inspection of completed work for each contract executed
- Architect certifies work is satisfactorily completed and gives approval for Contractor to be paid by the Project Administrator
- Project Administrator issues a check directly to Contractor
 - **All payments made directly to contractor from the Program Administrator





NEXT STEPS





Q & A

