

Allston Village Main Streets

SIGN, LIGHTING AND AWNING PROGRAM GUIDELINES

What is the Allston Village Main Streets Sign, Lighting and Awning Program?

The program offers up to \$3,750 in matching funds to businesses in the Allston Village Main Streets' program area in order to improve the appearance of individual buildings, as well as the overall look of the district. Improvements must be to areas visible from the public way. The goal of this program is to leverage private improvements while making revitalization efforts affordable, creative and community-based.

The Sign, Lighting and Awning Program is administered by the Design Committee of Allston Village Main Streets (AVMS). The Committee is made up of Allston Village business and property owners and residents, some of whom have design expertise and others who just want to improve the physical appearance of the community.

Who can apply for funding?

Any building owner or store proprietor/tenant with lease authority or authorization from owner can apply for funding. The project site must be located in the Allston Village Main Streets district. (See attached map.) Tenants must have a minimum of two years remaining on their lease or an option to renew.

What types of improvements are eligible for funding?

- Signs (new, repairs, replacements, removal)
- Lighting
- Awnings
- Grate and grate box removal or conversion of solid grates to an open mesh style; installation of electronic security systems to replace grates is also an allowable expense

Removal of rolldown solid grates includes removal of the grate boxes. If you have solid grates and are applying for funds for other improvements, it will be required that you also remove the grates.

Are there any design guidelines?

Projects must conform to the Boston Zoning Code (as may be amended) and the Allston Brighton Neighborhood District section of the zoning code or obtain zoning relief. Projects must also meet the approval of the Allston Village Main Streets' Design Committee. Allston Village Main Streets has slideshows and other educational materials on signage, awnings, facade improvements and other aspects of commercial district design. AVMS staff can share these with you at your convenience.

How are projects selected for funding?

Applications will be selected based on their compatibility with the vision and goals of the Main Streets' Program and their impact on the district.

continued

Allston Village Main Streets Sign and Awning Program—2

How is the money awarded?

This is a matching grant program, which means that the applicant pays a portion of the improvement and Main Streets pays a portion. The amount of the match must be at least 1:1—the applicant pays \$1 and Main Streets pays \$1. However, there is a maximum grant contribution by Main Streets of \$2,500 per project. *Work completed prior to letter of commitment is not eligible for funding.* Grant funds are disbursed on a reimbursement basis and cannot be issued until the proposed project has been completed. Before a check is cut, applicants will need to submit proof of payment for completed work and Main Streets staff must review the completed project to determine that the actual work performed was the work approved.

How does the application process work?

First, applicants should meet with AVMS staff and complete an application. Depending on the extent, priority and visibility of the work involved, the Main Streets Design Committee may allocate design assistance to applicants to help develop a proposal. Design assistance is offered without charge to the applicant.

When the application has been reviewed and approved by staff, Design Committee and Board representatives, it will be referred to the Boston Main Streets office for compliance with all necessary city and federal funding regulations. Every effort will be made to speed the process. Following approval of the application, the applicant will receive a letter of commitment from the Allston Village Main Streets office for the specified amount with information on any other requirements. The applicant can then proceed with necessary permitting and city review processes. If the total project cost is over \$2,000, the project may be subject to the requirements of the federal Davis–Bacon prevailing wage law for contractors and sub-contractors.

Funds will be released to the applicant upon completion, inspection and documentation of matching funds.

What happens after a project is selected for funding?

Work selected for a matching grant must be completed within 6 months of approval of the application, unless extended by Allston Village Main Streets. The applicant is responsible for obtaining all building permits and any other required permits for the work to be done. The applicant is responsible for conformance with all applicable safety standards and conditions. The applicant also agrees to maintain the property and improvement.

The Allston Village Main Streets program may promote an approved project including, but not limited to displaying a Main Streets' sign at the site, during and after construction, and using photographs and descriptions of the project in Main Streets' materials.

Note: Allston Village Main Streets and Boston Main Streets reserve the right to make changes in the conditions of the Sign, Lighting and Awning Program as warranted.

Allston Village Main Streets

SIGN, LIGHTING AND AWNING PROGRAM Preliminary Application Form (Project Consideration Phase)

Name of applicant _____

Name of business _____

Address of business _____

Phone number _____ Fax number _____

E-mail address _____

Type of business _____

Applicant is the Property Owner Business Owner Other _____

How long has the business been at the current location? _____

When does your current lease expire? _____

Property owner's name (if different from applicant) _____

Property owner's address _____

Property owner's phone number _____

Note: If you are not the property owner, please have the property owner or an authorized representative co-sign this application where indicated in the General Conditions.

Proposed Improvements

Please describe the proposed improvement to the property. Include two color photographs showing the existing building conditions. If you have any additional building information, such as measured plans or site plans or architectural documentation for improvements, such as plans, sketches or construction costs, please include them with your application.

Description of proposed improvement (e.g., signs, lighting, awning): _____

Proposed project budget _____ Desired completion date _____

How much funding assistance would you be requesting? _____

Would you like Design Assistance (no cost to business or property owner)? yes no

Signature of applicant _____ Date _____

Two copies of two color photos attached (required). Additional information attached (optional).

Non-refundable \$20 application fee attached, payable to Allston Village Main Streets.

AVMS use only: AVMS approval _____ Date _____

Allston Village Main Streets

SIGN, LIGHTING AND AWNING PROGRAM *Project Consideration Phase*

General Conditions

It is expressly understood and agreed that the applicant is not an agent, servant, employee, or sub-contractor of Allston Village Main Streets, Inc.

It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.

It is expressly understood and agreed that work completed prior to final approval is ineligible for funding.

It is expressly understood and agreed that the applicant will not seek to hold Allston Village Main Streets, Inc., and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Facade Improvement Program.

The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Facade Improvement Program.

The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti, sweeping and shoveling in front of the property.

The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed within two years.

The applicant authorizes Allston Village Main Streets, Inc., and the Boston Main Streets Program to promote an approved project, including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in Main Streets' materials and press releases.

The applicant understands that Allston Village Main Streets, Inc., and the Boston Main Streets Program reserve the right to make changes in conditions of the Facade Improvement Program as warranted.

Signature of applicant _____ Date _____

If applicant is not the property owner, please have the property owner or an authorized representative review and co-sign this application below.

As owner of the property at _____ I have reviewed the above application and authorize operator of _____ at said address to perform the facade improvements described above as part of the Allston Village Main Streets, Inc., Facade Improvement Program.

Signature of property owner
or authorized representative _____ Date _____

Allston Village Main Streets

SIGN, LIGHTING AND AWNING PROGRAM Full Application Form (*Bidding Phase*)

Name of applicant _____

Name of business _____

Address of business _____

Phone number _____ Fax number _____

E-mail address _____

Type of business _____

How long has the business been at the current location? _____

When does your current lease expire? _____

Applicant is the Property Owner Business Owner Other _____

Property owner's name (if different from applicant)

Property owner's address _____

Property owner's phone number _____

Note: If you are not the property owner, please have the property owner or an authorized representative co-sign this application where indicated in the General Conditions.

Proposed Facade Improvements

Please describe below the proposed improvement to the property. The following *must* accompany this application: two color photographs that show existing building conditions; detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials); two bids on contractor letterhead; and a signed Davis-Bacon form from the selected contractor.

Proposed improvements: _____

Total proposed budget _____ Proposed start date _____ Estimated completion _____

Signature of applicant _____ Date _____

If applicable: I, as a Board Member of Allston Village Main Streets, recused myself from voting on this application.

Signature of applicant _____ Date of vote _____

Two copies of two color photos attached. Cost estimates attached. Drawing(s) attached. Davis-Bacon form attached.

For AVMS Use: Approved AVMS Grant \$ _____ Date _____

AVMS Approval _____ Date _____

For BMS Use: BMS Design Approval _____ Date _____

BMS Manager Approval _____ Date _____

**COMPLIANCE
WITH THE
FEDERAL DAVIS-BACON WAGE LAW**

MADE EASY

BOSTON MAIN STREETS PROGRAM EDITION



Effective February 21, 2002

**City of Boston, Department of Neighborhood Development
Thomas M. Menino, Mayor
Charlotte Golar Richie, Chief & Director**

COMPLIANCE WITH FEDERAL DAVIS-BACON WAGE LAWS

WHAT IS THE DAVIS-BACON WAGE LAW?

The Davis-Bacon Wage Law is a longstanding Federal law that requires that all Federally funded construction projects pay their construction workers a wage rate known as the “prevailing wage”. This is *not* a requirement for union labor, but prevailing wages are usually comparable to union scale.

IS MY PROJECT COVERED BY THIS REQUIREMENT?

- | | | | |
|-----------------------------|---|------------------------------|-----------------------------|
| Housing Projects: | Are you building/renovating a structure with more than 7 units? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Commercial Projects: | Does the total project cost \$2000 or more? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Mixed use Projects: | If funds are to assist in both the commercial and residential parts of the property then do <i>either</i> of the above apply to each part of the project? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you said yes to any of the above then your entire project is covered by the Davis-Bacon Law. This means all of your contractors will have to pay these Federally-required wages to their on-site construction (not office or management) workers.

ARE THERE ANY EXEMPTIONS?

Yes. If the labor costs of your project are considered incidental (13% or less of the project cost) then Davis-Bacon requirements don't apply. Construction undertaken directly by the property/business owner and volunteer labor is also exempt. Labor provided by self-employed contractors and subcontractors is also exempt – be sure the contractor/subcontractor has a separate Federal Tax I.D. number for his or her business as proof of being a bona-fide contractor. All contractors and subcontractors must pay Davis-Bacon wages to all on-site employees (and provide to the owner a completed form for the work performed by those employees).

HOW DO I MAKE SURE I'M IN COMPLIANCE?

If your total project cost is less than \$100,000, then it's easy. Just have your contractors complete the form on the opposite page and include it with their price quote. When you have selected your contractor(s) just send the form for the contractor(s) you selected (don't forget to get them to update their form if you have negotiated some changes since their initial bid) to your Main Street district office. Once the construction job is completed, have the contractor redo the original form with the “Actual Hours” column filled in. Submit that to the Main Street office. That's it. Your contractor(s) will keep the necessary records.

DOES DAVIS-BACON APPLY IF WE DON'T DIRECTLY OWN THE PROPERTY?

Yes. Davis-Bacon still applies as if you own the property. The Main Street organization that receives the grant *initially* from the City is responsible for providing the completed Davis-Bacon forms to the City. Property/business owners have their contractors complete the attached form, and then send the form for the selected contractor(s) to the Main Street district office. The Main Street district office will then include the completed form with the normal paperwork that they send to the City.

FEDERAL DAVIS-BACON WAGES COMPLIANCE CERTIFICATION

EFFECTIVE DATE: 2/21/02

1. INSTRUCTIONS TO CONTRACTORS

1. Call the Public Facilities Department Compliance Unit at (617) 635-0607 to be sure you've got the most up-to-date copy of this form. The Federal Davis-Bacon Wage guidelines do change from time to time.
2. First, provide some very basic information about the project in Section 2 below. Second, simply put the number of hours of *only* those trades or employees you expect to use on the job in the column marked "Planned Hours" in Section 3 on the reverse of this page.
3. Read and sign the Certification in Section 4, and include the entire form with your price quote to your client. Keep a copy for yourself, too. Your client will submit it to the Main Street district office if they select you as the contractor. Remember to provide your client with an updated version if you negotiated changes to the scope of work since your initial quote.
4. You are responsible for keeping adequate records of compliance (e.g. payroll accounts) in your *own* files. Should the Federal Government and/or the City of Boston choose to monitor this project and request access to this information, you are required to provide it. You *don't* need to copy or send any of this information to your client or the City.
5. You are also responsible for reporting the actual hours worked to your client (who in turn must notify the Main Street district office). At the end of construction, fill out the "Actual Hours" column on your original form and submit that to your client. Your client will submit it to the Main Street district office.
6. If you have any questions about Davis-Bacon compliance on your Main Street project contact:
Boston Main Streets
26 Court Street, 9th Floor
Boston, MA 02108
(617) 635-0115

2. PROJECT INFORMATION

PROJECT ADDRESS: _____

BUSINESS NAME: _____

CLIENT NAME: _____

CONTRACTOR'S NAME: _____ TEL: _____

ADDRESS: _____

DAVIS-BACON REQUIRED? YES / NO IF NO, WHY? _____



