

Allston Village Main Streets

WINDOW DISPLAY PROGRAM GUIDELINES

Dynamic store windows are an important sign of a vital community and almost all unplanned buying is the result of touching, hearing, tasting, or smelling something on the premises of a store. A strong window gets the passerby to stop, come in and, in many cases, purchase. In light of the recent recession, local businesses need to take advantage of every opportunity to draw customers into their stores, boosting sales, helping the economy and therefore the community. Allston Village Main Streets and local display designer Jennifer Burkin are launching a pilot program that will provide visual-merchandising services to Allston Village merchants, through a matching grant program, similar to the Facade Improvement Program. The matching grants (one merchant dollar for every Main Streets dollar) will be for up to \$500 toward design services and implementation. The following outlines the process:

Application:

- ◆ Storeowner/manager requests services by contacting AVMS at least one month prior to desired installation.
- ◆ Owner/manager completes a questionnaire regarding window dimensions, materials and merchandise/ideas s/he would like featured.
- ◆ Owner/manager receives general instructions regarding cleaning and preparing for installation to expedite process.

Assessment:

- ◆ Two-week process begins by designer meeting with owner/manager at store to assess needs, discuss options and strategize.
- ◆ 'Before' pictures are taken for documentation by designer.
- ◆ Designer submits proposal to owner/manager and AVMS for approval.
- ◆ An estimate of labor and materials is included and all parties sign off. (Although the matching grants are for *up to* \$500, owner/manager can determine the budget at a lower level. Not all projects will require large budgets.)
- ◆ A deposit of one half of the fee is paid to the designer.

Design, Preparation, Installation, Documentation:

- ◆ Designer purchases necessary materials, such as props, lettering, signage, display systems, etc. (up to agreed-on amount to be reimbursed). Permanent materials (such as display systems) must be substantial, with the ability to be used for a number of years.
- ◆ Designer installs display and gives owner/manager any additional follow-up suggestions in writing.
- ◆ Owner/manager must be available to work with designer during installation.
- ◆ It is expected that displays be maintained (though they can and should be updated) for at least six months.
- ◆ 'After' pictures are taken for documentation by designer.

Billing:

- ◆ Designer bills store directly, final payment being due at the end of installation.
- ◆ Owner/manager may submit paid invoice to AVMS for reimbursement using matching grants up to \$500.

Follow-up/Evaluation:

- ◆ Designer gives AVMS before and after pictures and any other documentation.
- ◆ AVMS bills city using Physical Improvement Funds and reimburses storeowner.
- ◆ AVMS gives owner/manager evaluation form to assess the economic results of the improvement as well as the service/program.

Allston Village Main Streets

WINDOW DISPLAY PROGRAM APPLICATION FORM

Name of contact person _____

Name of business _____

Address of business _____

Phone number _____ Fax number _____

E-mail address _____

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

When does your current lease expire? _____

Proposed budget _____ Proposed start date _____

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, directors liable for any property damage, personal injury, or other loss relating in any way to the Window Display Program.

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

The applicant agrees to maintain the improvements, although updates are allowed and encouraged.

The applicant agrees to return a pro-rated amount of the grant money received if the improvements are removed within six months.

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

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 Window Display Program as warranted.

Signature of applicant _____ Date _____

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

For Local Main Streets Use:

Approved AVMS Grant \$ _____ Date _____

AVMS Approval _____ Date _____

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? _____



