



City of Baker City
Public Works Department



2018/19
**Sidewalk Construction
Grant Application**

Program Background

The City of Baker City recognizes that maintenance and reconstruction of sidewalks within the city is necessary for the health, safety, and welfare of the community. In response to that need, a utility fee was established by Ordinance No. 3284 in 2008. The proceeds of this fee are used to assist property owners in making necessary sidewalk repairs. Ordinance 3284 had a sunset clause which expired June 30, 2013. The City Council voted in favor of continuing to collect the sidewalk utility fee through June 30, 2017.

In March of each year the dollar amount available for grant distribution is determined. Currently, 75% of the estimated \$55,000 of funds will be available for grant awards. Resolution No. 3811 outlines the procedure and requirements for disbursement of grants.

Application Process

1. Grant applications will be accepted by the Baker City Public Works Department until approved grant applications exceed the grant funds available.
2. If approved applications exceed funds available, grant awards will be determined by the date/time application is received (priority order). In the case of two grant applications being received at the same time, a lottery will be held to determine the grant recipient.

Application Requirements and Information

1. This is a **reimbursable grant**, meaning grant dollars will not be dispersed to property owners until the sidewalk improvement project is complete and the final inspection reflects that the sidewalk meets the City of Baker City's construction specifications.
2. Application may only be made by the owner of the property where sidewalk construction will take place. A property owner may only apply for one grant in any fiscal year, regardless of how many properties are owned. Successful grant recipients shall only qualify for additional grants in years following their initial grant approval, and then only if all current first time approved applicants have been awarded grants.
3. Grants are available for the replacement of **an existing public sidewalk**.
4. Grants are also available for the **construction of a new sidewalk (infill sidewalk)**. An infill sidewalk is defined as a property without a sidewalk which abuts properties that have sidewalks. Grants are not available for the construction of new sidewalks associated with new home construction.
5. Curb repairs will only qualify for grant reimbursement if adjoining a qualifying sidewalk; that is, when replacing a monolithic sidewalk. A monolithic sidewalk is when the curb and sidewalk are poured together in the same mold. *(Please refer to illustration of a monolithic sidewalk within this packet.)*
6. Curb work associated with ADA ramp construction will be constructed by city crews or a private contractor will be hired by the City to take on such work.
7. Replacement of driveway aprons, other than in a curbside (monolithic) sidewalk, **does not qualify** to be included within the grant application. **However, the portion of sidewalk directly behind the driveway apron does qualify.** *(See illustration contained within this packet.)*

8. This grant is awarded at the rate of \$3.50 per square foot of qualifying sidewalk construction. The maximum grant award available for each property with single sidewalk frontage is \$1,750 (500 square feet). The maximum grant award available for each property with double sidewalk frontage (corner lot properties), where sidewalk improvements are being done to each of the sidewalk frontages, is \$3,500 (500 square feet per frontage).
9. Total project cost must be less than \$50,000.
10. The proposed project must not be previously constructed. Grants will not be awarded retroactively.
11. Due to freeze/thaw concerns associated with sidewalk construction, construction of sidewalks associated with this grant shall be constructed **prior to October 1, 2018 or after March 1, 2019 (unless otherwise approved by Public Works)**.
12. Sidewalk construction/inspections and all paperwork associated with the grant must be completed/received by no later than June 28, 2019.

Construction

1. Those awarded grants are required to purchase a Sidewalk Construction Permit through the Public Works Department prior to commencement of sidewalk construction. The base rate of this permit is \$50.00. The permit fee for sidewalk construction in excess of 500 square feet is a base rate of \$50.00, plus \$.10 per square foot of sidewalk in excess of 500 square feet. The cost of a sidewalk construction permit involving ADA ramp work has a base rate of \$100.00, plus \$.10 per square foot of sidewalk in excess of 500 square feet.
2. The property owner is responsible for assuring the quality of construction. Work not meeting the City of Baker City Standard Specifications will be required to be replaced at the owner's expense.
3. Property owners completing sidewalk construction near street intersections (corner lots) may be required to construct, repair, or replace American with Disabilities Act approved ramps at their expense (the ramp area qualifies for grant). Generally, added cost should not exceed 25 percent of the project cost. The City will provide truncated dome panels, curb replacement and asphalt patching for the ADA ramp area.

Grant Money Draw Request

1. Upon completion of sidewalk construction, the grant recipient will be required to provide an affidavit certifying that all labor and/or material bills associated with such construction have been or will be paid in full once grant dollars have been received by the property owner.
2. Grant funds shall be disbursed within 30 days of completion of project, receipt of the affidavit and final approved inspection.

Recap of Grant Process

1. Complete grant application form and attach an illustration or photo of the project area.
2. Staff will confirm if the grant application is complete and will do a site visit at applicant's property to confirm sidewalk qualifies for grant.
3. Staff will notify property owner of grant approval.
4. Once grant is approved, property owner or contractor must come into the Public Works Department in City Hall to **obtain a Sidewalk Construction Permit**. A Sidewalk Construction Permit must be obtained **PRIOR** to construction beginning.
5. As you begin the sidewalk construction process, once sidewalk forms are in place, contact Public Works staff to schedule a sidewalk form inspection **PRIOR** to concrete being poured.
6. Once sidewalk construction is complete, the property owner must come into the Public Works Department in City Hall to sign an affidavit verifying project completion.
7. Final sidewalk inspection is completed by staff.
8. Once staff determines the new sidewalk meets all of the City of Baker City's Standard Construction Specifications, staff will request grant funds be disbursed to the property owner on the next available accounts payable day, which generally is the 10th and 25th of each month.

Questions?

If you have any questions, please contact Lynne Ewing in the Public Works Department at (541) 524-2047 or via email at lewing@bakercity.com.

Examples - Sidewalk Construction



Corner lot. If the new sidewalk construction includes replacing the sidewalk section abutting the “corner” portion, ADA ramps are required to be installed. The City will provide truncated dome panels, curb replacement and asphalt patching for the ramp area.

Replacement or repair of a driveway apron is not included in grant as it is not considered part of the sidewalk. The portion of sidewalk abutting the driveway apron may be included within the grant.

Private walkway to house. This is a walkway that extends from the sidewalk to the house. This walkway is not utilized by the general public; hence, repair or replacement of it **is not included within the grant.**

Curbside sidewalk (monolithic sidewalk). New sidewalk construction generally includes curb repair.

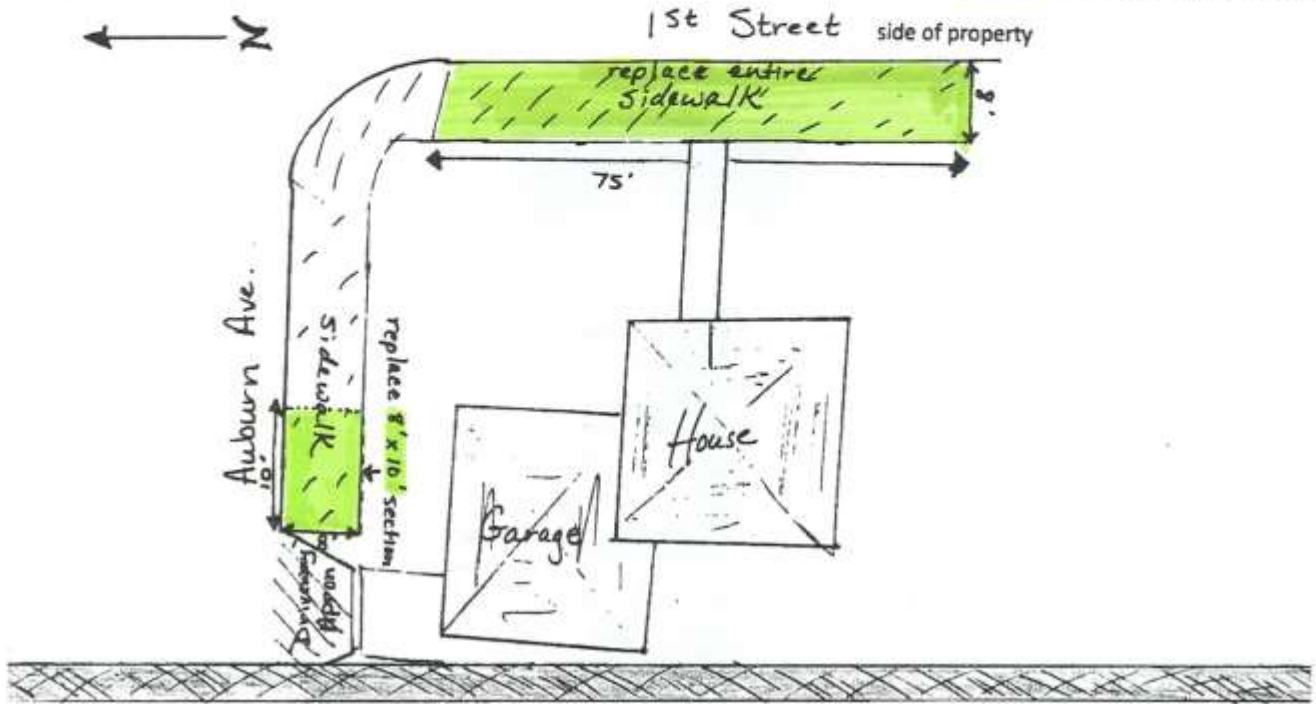
In this instance, repair or replacement of the driveway apron may be included within the grant, as it is part of the sidewalk.



Examples of Project Description Sketch

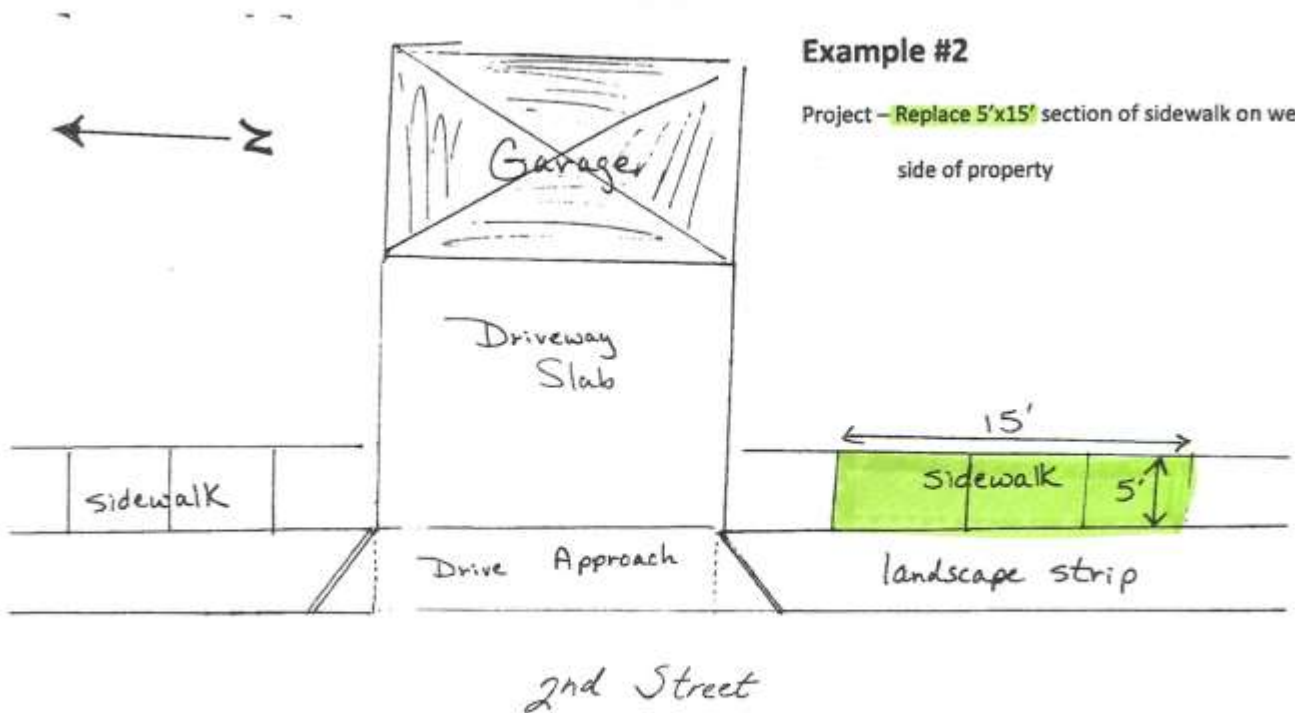
Example #1

Project – Replace 8'x75' section of sidewalk on east side of property; and
Replace 8'x10' section of sidewalk on north side of property



Example #2

Project – Replace 5'x15' section of sidewalk on west side of property





Owner/Applicant Name (Please Print): _____

Owner/Applicant Mailing Address: _____

Project Location Address: _____

Applicant Phone No: _____

Size of Project (square feet): _____

Is the estimated project cost less than \$50,000? Yes _____ No _____

Have you previously been awarded a sidewalk grant? Yes _____ No _____

Project Description (also attach an 8 1/2" x 11" sketch or a photo reflecting proposed construction):

Acknowledgement –

By signing & dating this application in the space provided below I am certifying that I am the legal owner of the property where the proposed sidewalk project will take place. I am further certifying that all information on this application is true and accurate to the best of my knowledge. If awarded a grant, I agree to comply with all rules and conditions set forth in the application packet.

Signature: _____

Date: _____

<i>For Staff Use Only</i>			
(Initial Boxes and Fill In Appropriate Blanks)			
Application No.		2018-	Comments
Received	<input type="checkbox"/>	Date _____	
Eligibility Verified	<input type="checkbox"/>	Date _____	
Grant Awarded	<input type="checkbox"/>	Date _____	
Permit Fee Paid	<input type="checkbox"/>	Date _____	
Affidavit Received	<input type="checkbox"/>	Date _____	
Final Inspection	<input type="checkbox"/>	Date _____	
Specification Met	<input type="checkbox"/>	Date _____	
Funds Disbursed	<input type="checkbox"/>	Date _____	