

Exterior Paint Program Projected Timeline – Grant Year 2021

Review the eligibility list and provide budget information to Finance and City Manager.	July – September 2020
Review the Guide to Programs and Grant Program Agreement. Provide suggested updates to City Attorney.	October – February 2020
Notify only the property owners with eligible properties and provide an application form.	March 5, 2021
Applications received by the deadline.	March 31, 2021
Review with the City Manager applications received by the deadline in the order received.	April 1 – April 2, 2021
Schedule a Zoom web conference call with the applicant and introduce the program and legal documents.	April 5 – April 7, 2021
Perform property owner and paint consultant site walk. Create condition report, work scope, and select paint colors.	April 12, 2021
Schedule the environmental consultant to complete lead-based paint testing.	April 12, 2021
Paint consultant submits individual proposals with a timeframe for each property, including lead abatement if required. The painting timeframe is June 1 – September 30. Start dates are staggered.	April 20, 2021
Finalize proposals and paint schedule with paint consultant.	April 26, 2021
Select the number of projects to participate within the approved budget and notify property owners.	May 3, 2021
Execute Temporary Construction Easements as needed—schedule for City Council Action on May 26, 2021.	May 4 – May 7, 2021
Execute Guide to Programs and Grant Program Agreements with the selected property owners.	May 4 – May 7, 2021
Obtain property owner drawdown written approval with correct paint finish (satin).	May 10 – May 14, 2021
Prepare Request for Council Action and submit to City Clerk.	May 17 – May 20, 2021
City Council agenda item. Review applications and provide approval, conditional approval, or denial.	May 26, 2021
Notify applicant of City Council decision.	May 27, 2021
Issue building permits to track each grant project. Specify a specific timeframe on each permit. Project completion is within a 2-month timeframe.	May 28, 2021
Inspect with paint consultant paint prep/caulking before painting and throughout the project.	June 1 – September 1, 2021
Schedule final inspection with the property owner and paint consultant to close the project.	Before September 30, 2021
The property owner signs the check request and endorses the check. Send the check to the paint consultant.	Before October 31, 2021
Schedule a 1-year warranty walk.	Upon permit closeout