

CITY OF DINUBA

## **Sidewalk Improvement Program**

### INTRODUCTION:

The City of Dinuba is committed to promoting health and safety while also improving the quality of life of its residents. The construction of adequate pedestrian facilities (i.e. sidewalks, curbs and gutters) is one way of working towards that goal. With that in mind, the City Council has directed that the Sidewalk Improvement Program be reinstated effective fiscal year 2013-14. A one-time allocation of \$50,000 will be deposited into a revolving fund that will be disbursed pursuant to the guidelines established below.

### PROGRAM DESCRIPTION:

- All City of Dinuba residents and business owners are eligible to participate.
- Awards will be in the form of a loan that will be payable to the City of Dinuba.
- Qualifying projects will include the construction of new sidewalks and curbs and gutters and the repair of similar existing improvements.
- All improvements must conform to the City's Building Codes and Standards.

### APPLICATION PROCESS:

- All interested persons must obtain an application from the Public Works Department located at 1088 E. Kamm Avenue and submit their completed application to the Building Official for review.
- Along with a completed application, applicants shall seek three written quotes from three separate general contractors with a valid Contractor's License (A or C8) and City of Dinuba business license and submit copies of these quotes to the Building Official.
- Applicants shall allow 10 business days for application review.
- The Public Works Director and/or the City Engineer will have final say on the approval of any application.
- If selected, the applicant's contractor will obtain a City of Dinuba encroachment permit and schedule the necessary inspections.
- Construction contract/agreement shall be executed between the applicant and general contractor. The City shall not be identified as a participating party. A copy of this contract/agreement will be submitted to the City.
- The City will issue up to 50% of the cost of the approved project to the applicant at the beginning of construction. Upon completion, (confirmed by final inspection by City inspector) applicant will submit final invoice to the City and the City will issue payment within 10 business days.

### SELECTION CRITERIA

- The City will issue loans until the \$50,000 allocation is fully expended.
- Applications will be prioritized as follows:
  1. Addresses health and safety
  2. Benefit to the Community
  3. Financial Hardship
  4. Date of Application
  5. Project Scope
  6. Applicant Responsiveness
- The City will request reasonable documentation from the applicant to confirm compliance with these criteria.
- The applicant has the right to appeal the Public Works Director and/or the City Engineer's decision to the Dinuba City Council.

- Applicants with an outstanding sidewalk loan will not be considered until existing loan is paid off in full.

LOAN TERMS:

- No single loan shall exceed \$5,000 (unless approved by Director or City Engineer).
- Loans will be issued with a 3 year repayment term and assessed LAIF plus 4% interest.
- Professional, legal, and City permit fees may be included as part of the project costs.
- Payment will be due monthly and will be made to the City of Dinuba's Public Works Department.
- Payment will begin 30 days after the loan is issued; on the first day of the following month. If payment is not received by the 5<sup>th</sup> day of the month a \$20 penalty plus LAIF plus 4% interest on the original loan amount will be assessed.
- The Public Works Department will issue participants a monthly invoice requesting payment.
- The total amount of the loan will be secured through a soft second. Property owners will be required to execute a Deed of Trust that will only be recorded if the identified loan terms are breached.

Applications are available at  
1088 E. Kamm Avenue  
Dinuba, CA 93618  
(559) 591-5924  
Rick Hartley, Building Official  
Or at [www.dinuba.org](http://www.dinuba.org)

Application Number: \_\_\_\_\_

Sidewalk Improvement Program

**APPLICATION**

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Location: \_\_\_\_\_

Amount of Request: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

Quotes obtained from the following contractors:

1. \_\_\_\_\_ Amount: \_\_\_\_\_

2. \_\_\_\_\_ Amount: \_\_\_\_\_

3. \_\_\_\_\_ Amount: \_\_\_\_\_

Selected Contractor: \_\_\_\_\_

Amount of Award: \_\_\_\_\_

I, \_\_\_\_\_ have read the guidelines for the Sidewalk Improvement Program and agree to carry out the work in accordance with these guidelines. I understand that the submission of this application does not imply approval of my request and agree to not begin construction until after I have received a response to my application.

Signed \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received \_\_\_\_\_

Reason(s) for Approval \_\_\_\_\_

Reason(s) for Denial \_\_\_\_\_

Signed \_\_\_\_\_