

NBIP Application Neighborly Training Meeting Recording

May 8, 2025, 7:00PM

20m 45s

● **Zael, Brian** started transcription

ZB **Zael, Brian** 0:03

Project manager for Salt Lake City.

Today we're gonna do training on applications for the neighborhood business improvement program and it's for the grant application training for fiscal year 26.

We are using a new neighborly.

Software and I wanted to make sure you guys understand how to get into our software and then also go through the steps you need to submit for the grant.

Initial overview.

The neighborhood business improvement is.

For applicants that have a commercial building or are leasing a commercial building with a facade visible from the street.

And isn't located within our target area of Salt Lake City.

You can receive a grant up to \$50,000.

It is a community development block grant and that needs to make sure we need to make sure that that benefits moderate and low income people in the city.

This is a picture of our target area map goes essentially from I215 and 2100 S.

To 1000 N and then kind the eastern border of it winds around Salt Lake City.

But that will give you that information.

Example improvements.

Our doors and windows exterior painting.

Attached exterior lighting, gutters and downspouts.

Exterior security cameras, soffits, and fascias signs affixed to the building.

Shade awnings improvements to ADA compliance, which could be curbs or ramps going up to your building from the street.

And then any interior code violations.

If any of you have questions, you can type those into the.

Comments.

And we'll go over the chat and we can go through those at the end of the

presentation.

Or you can just ask them when we get done going through the presentation.

Sorry that jump through grant timeline applications are accepted in May, which were currently have open applications now.

We'll be reviewing those in June and July.

Then the award notifications will come out in August.

Once we make the awards.

Orientation and scope of work will happen August, September, October and that's where we'll define, you know, the scope of work to put out, forbid. We'll do the bidding process in November and December and then typically start executing those contracts January through June of 2026.

X.

Our application homepage.

Is Salt Lake City SLC Gov forward slash housing stability?

It's the neighborhood improvement and stabilization section and then the facade grant and there's a picture of what it looks like on our website.

We're using a new platform this year. It's neighborly.

If you have already signed up for neighborly, then you can sign in from this page.

There is also a link at the top that has sign up. Now if you click that that will allow you to get registered with neighborly. You can set the language preferences and also ask for Technical Support from this page.

If you've already started an application, you can click on your view application and see your application in progress and if not you can click down on the neighborhood business improvement program and the START application button.

Program information.

Is the start of the application.

These these this information is all going to be scored and by both the admin for the program and then also a board.

So you want to make sure you add in all these. You know that you fill in all the questions and we have in the presentation we have items that are starred.

Those are the items that are higher points and will also include at the end of the presentation are scoring rubric that gives you the points associated with each item.

So as we go through this, you'll see those items and I'll point them out to you.

Ownership information.

The important thing on this page is.

If you are leasing the space, we want you to have a lease that's going to last at least 12 months from now, which would get through when the improvements are done by June of 2026. And if you are leasing the space, you have to include an.

Approval letter from the property owner so that we're sure that the property owner knows that we'll be doing work on their building.

This page is the property information or you can give the property owner all that information.

C6 is an important item.

Are you applying to make an American with Disabilities Act accommodation and you get additional points for that?

Points are important.

The scoring for last year's project projects were very, very tight, so please make sure that you're you do.

All the information that's needed for each of these items.

Occupying business information.

That would be the business and what you guys are doing with that, with your business if it's retail or?

However.

And then one thing D5, we have a priority point on.

Is the business small based on the requirements found at the basic requirements for federal contracting?

We wanna and the small business authority. We wanna make sure that you guys look at that information.

That is a link that's blue.

You can click on it.

It'll take you to those pages and you can go through that and look at the size of your business.

And then D6 is is the business local.

Should be within our footprint.

And then.

D7 is minority veterans Section 3 or women owned business.

Those will all be extra priority points for you if you qualify for any of those items.

Business services information.

Is pretty explanatory.

Target market, we want you to be clear on these things so that you know we know

the demographics for the area and the geographical area that you serve.

Because we get points for you know how well we do that within the community.

This is project information, what we'd like when you guys apply is to have a good scope of work of what?

You're doing for the project and what you need done.

I have add row highlighted up there because you have to click add the row before you can input any information in the requested improvement and description section.

If you have architectural drawings already done for the project, please upload them there.

And any other information that needs to be filled in on this page.

Project cost costs. Do you have estimated costs?

One thing I want to be clear on is that if you've worked with a contractor.

On developing your costs.

We have to put these projects out to bid on the city procurement website and the low bidder is that meets all the requirements of the quote.

Will be selected and so.

We don't have any way of guaranteeing that anybody you use to help you get estimated cost are gonna win the bid other than their bid.

So just wanna be clear on that.

And then G4 is, are you willing to contribute 25% of the overall project budget?

And then we just wanna be clear that, you know, once you get awarded the grant and we've selected a general contractor, you'll that.

That your 25% will be due within 5 days of contract execution.

There's another priority point for if you are going to be doing a mural.

Required documents.

The two required things that we need are project photos and we need you to put some before photos in so we can see what the property looks like and from an application perspective it gives the people that are evaluating your application a good perspective.

So the more photos the better.

And then you also are required before you can close out the.

Or submit the application to have that letter uploaded from the property owner.

Something to be clear is that once you complete and submit.

You will not be able to get back into your application and change anything.

So if you're not ready to submit, or you're still working on it, please click the save button and then you'll be able to go in and out as often as you want until you actually complete and submit.

This is a list of the scoring and when you see items down like under application questions overall, does the project align with the purpose of the grant or that says five by two? That means there's ten points available there.

And then these are the items that we had highlighted with stars in the presentation. So as you go through this.

And this is located on our website.

You can pull this up and look at it.

Be sure to pay attention to, you know, the items that have the most points, because that will help you do better on the application.

And here's the second page of that.

So.

We're going to take questions through May 26th at 5:00 PM and they can be submitted to my e-mail brian.zawel@saltlakecityslc.gov.

And I we're also recording this training so that it will be posted online for your viewing if you need to go back and and look at it. It is a competitive grant solicitation.

So remember, your application is being compared to other businesses and property properties in the area.

Area what makes you unique?

And then finally, all applications must be submitted before 5:00 PM on May 31st, 2025.

And let me jump back into the teams portion of this.

And we can go through any questions.

Did anybody have any questions?

 **Cathy** 13:28

I do.

I do. I do.

I do.

Sorry, we have two computers close to each other.

OK, OK.

My question for you is May 31st is a Saturday.

It was that intentional Saturday by 5:00 PM.

Were you or is it Friday, May 30th?

For the due date.

ZB **ZaueI, Brian** 13:51

Because you're doing it online, you can do it up through Saturday.

C **Cathy** 13:53

Can do it.

OK.

Great. And then so every so the project, whatever it is has to be put out to bid like posted online or in the paper and then we have to consider three bids.

Is it a sealed bid situation?

And then we would have to.

ZB **ZaueI, Brian** 14:12

They will all be sealed bids on the city procurement site.

C **Cathy** 14:16

On the city procurement site, OK. And then are we?

ZB **ZaueI, Brian** 14:19

So it's not you guys.

You guys aren't putting the bids out?

We'll put the bids out for you.

C **Cathy** 14:24

OK.

So, but we can also invite other people to bid.

ZB **ZaueI, Brian** 14:31

Anybody who signs up on the city procurement site can bid, so they'll have to if you if you have people that you want to work with, they just have to go through the city procurement process, sign up and then.

Bid the project 'cause. It'll be listed on there through that process.

C **Cathy** 14:51

OK. And then will the contractors so do we?

Are we obligated to choose the lowest bid?

Even if we feel that the maybe a middle bid or higher bid would have done a better scope of work or met deadlines better, we still have to choose the lowest.

ZB **Zaue, Brian** 15:13

Right. So when we put the scope work together, you're gonna give us that scope of work. Our project manager will work with you.

On, you know, helping make sure that's well defined. And then.

When we put it out to bid, we'll we'll do our absolute best to get it defined and documented so that the contractors required to do exactly what the scope of work is.

C **Cathy** 15:39

OK. And then?

ZB **Zaue, Brian** 15:40

That's why it's it's beneficial if you have architectural drawings.

For what you want done.

Specifying exactly you know. So you're putting new doors on, right?

We want to know what the doors are, what the size is, what the materials are all of that defined so that we can get a good quote.

C **Cathy** 16:00

OK. And then?

Does the the contractor that is chosen, do they turn over their payrolls and all of that evidential things to you guys?

You're gonna be going through their payrolls, making sure that.

They're fair and equal.

ZB **Zaue, Brian** 16:17

They'll they'll all be Davis bacon wages, so you know they're gonna use the wages that.

C **Cathy** 16:18
Pay.

ZB **Zaue, Brian** 16:24
You know, based on when that contract goes into effect, though, that we bid that contract.
Those are the wages that will be affect for the entire project and they have to submit that we submit to us or their weekly documentation of that.

C **Cathy** 16:38
Payroll documentation OK.

ZB **Zaue, Brian** 16:40
Yep.

C **Cathy** 16:42
I think that's all the questions I had. Thank you.

ZB **Zaue, Brian** 16:45
You, Kathy.
Anybody else?

VK **Vicky Karpos** 16:48
Yeah, I do. Can you hear me?

ZB **Zaue, Brian** 16:50
Vicky.

VK **Vicky Karpos** 16:52
Yeah, maybe you answered this question and I missed it or somebody asked it, but when would we know when the when our that we're awarded and then when would the contractor start and then do they have a deadline?

ZB **Zaue, Brian** 17:07

So the we will review June, we will review in June and then the committee reviews in July.

Awards are done in August.

And then, you know, we'll work on the project if you have, if you have a full scope of work with construction drawings and everything done.

And we can bid that quicker if we may be in construction in, you know, November or December. But typically we do it January through June.

And then all the projects have to be done by June 30th of 2026.

And that is on our website and included in the presentation from earlier.

VK Vicky Karpos 17:48

OK, sorry I can.

BA Best, Amanda 17:48

Yeah. Brian, do you want to look at the sorry, Vicky. Brian, do you want to pull up the slideshow and just go back to that slide with the graph?

ZB Zael, Brian 17:51

What up?

Yeah, yeah.

VK Vicky Karpos 17:56

Yeah, I had a hard time logging in.

ZB Zael, Brian 17:57

Sure.

BA Best, Amanda 17:57

I'm Amanda best.

ZB Zael, Brian 17:59

No worries.

BA Best, Amanda 17:59

That's OK. I'm with Salt Lake City as well, so just wanted to clarify.

Yeah, were you're applying right now, but the projects probably won't start until a year from now, so.
Definitely have to plan ahead.

VK Vicky Karpos 18:10

OK, so the process is after we get awarded then it goes out forbid.
OK.
Well, make sense, yeah.

C Cathy 18:20

The projects have to be done by a year from now.
June 2026.
Yeah. So if we're in contract by August and and it goes out to bid in September and everyone's everything's chosen by October, still the money has to be all spent out reimbursement based by the end of June 2026 within the the government calendar year.
Correct, or the government year, right?
OK.

ZB Zael, Brian 18:48

Can you all see my screen that shows this shows the graph?

BA Best, Amanda 18:48

That's the goal.

VK Vicky Karpos 18:53

Yeah. And I'm just gonna take a picture 'cause. I know it'll be easy for me.

ZB Zael, Brian 18:56

What's up on our website?
You'll be able to see it on our website.

VK Vicky Karpos 18:59

OK.

BA Best, Amanda 19:00

And this is the goal. Some projects are a lot bigger.

We might have to extend them and we can do that as long as we kind of have an idea of what that time frame is gonna be.

Within like May.

C Cathy 19:14

What is the total funding amount available for this this pool?

BA Best, Amanda 19:22

So we've been awarded by City Council \$650,000 for the project, for staffing and for a new program that we're starting up.

So it's kind of, it's going to be split from there.

However, we haven't gotten our final HUD funding amount yet, so it could still change.

It's unlikely to change, but at this point we'll probably have about 550,000 to award. For this program year.

C Cathy 19:54

OK.

That's that's great. Thank you.

ZB Zael, Brian 19:58

That's roughly 11 applicants that we could select.

If everybody's going to 50 grand.

Thread.

C Cathy 20:06

Got it.

ZB Zael, Brian 20:12

Any other questions?

C Cathy 20:12

Yeah, I don't have any other questions you guys.

Thanks so much for spending the time.

And will you be releasing the slide deck along with the video?

OK.

Awesome. Thanks.



ZaueI, Brian 20:25

Well, you guys have a great day. Thanks for joining us.



Vicky Karpos 20:27

Thank you. OK.

Thanks for doing this.

Thanks for your time too.



ZaueI, Brian stopped transcription