

EXTERIOR PAINT PROGRAM PROJECTED TIMELINE – GRANT YEAR 2022

TASK	TIMELINE (Deadline subject to change)
Application deadline.	March 14, 2022
Zoom or In-Person Meeting with Property Owner: 220 Chase – 3/31/2022 – 1:30 p.m. Zoom - (App 2/18/22) 221 Chase – 3/31/2022 – 11:00 a.m. – Zoom - (App 3/1/22) 410 Chase – 3/31/2022 – 2:30 p.m. – In-Person – (App 3/9/22) 241 High – 3/22/2022 – 3:00 p.m. – In-Person – (App 3/3/22) 111 Hillside – 3/23/2022 – 2:30 p.m. – In-Person – (App 2/24/22) 101 Horn – 3/31/2022 – 3:30 p.m. – In-Person – (App 3/11/22)	March 22, 2022 - March 31, 2022
The Property Owner consults with their tax advisor about whether the one-time first-round reimbursement is income and gives rise to additional State and Federal income tax liability. The Property Owner commits to the program by signing the Guide to Programs, providing a W9 and a Power of Attorney if required.	April 4, 2022
The Paint Consultant provides an executed Professional Services Agreement with insurance certificates and business license confirmation.	April 11, 2022
City Staff schedules the Environmental Consultant to complete lead-based paint testing on each property if required.	April 12, 2022 Weather Permitting
City Staff requests a Resolution for the Paint Consultant Professional Services Agreement.	April 12, 2022
City Staff performs an initial site walk with the Property Owner and Paint Consultant to create a conditions report, Scope of Work, and discuss paint colors.	April 18 2022 & April 19, 2022
City Staff prepares the Request for Council Action for the Paint Consultant Professional Services Agreement and submits the entire package to the City Clerk for inclusion in the Council Packet.	April 19, 2022

<p>Property Owners requesting a color change discuss color options with their local Sherwin-Williams or Benjamin Moore supplier and purchase test colors to create a final palette for submission to City Staff.</p> <ul style="list-style-type: none"> ○ Use the Virtual paint tool on their websites, upload a photo of the home and try colors virtually: https://www.sherwin-williams.com/visualizer#/active/scenes OR https://www.benjaminmoore.com/en-us/color-overview/personal-color-viewer ○ Order 8" x 8" peel and stick samples to try on the home. https://samples.sherwin-williams.com/?_ga=2.59917421.1581675296.1627420137-1900585580.1626191133 Benjamin Moore, choose color, then select Peel-And-Stick ○ Order free 2" x 3" "ColorSnap color chips. https://samples.sherwin-williams.com/?_ga=2.59917421.1581675296.1627420137-1900585580.1626191133 Benjamin Moore, choose color and Color Swatch. 	<p>April 25, 2022</p>
<p>City Staff performs a site walk with the Property Owner and Paint Consultant to finalize the conditions report, Scope of Work, paint color, and sheen selection.</p>	<p>April 26-28, 2022 Back-up date Weather Permitting</p>
<p>The City Council reviews the Professional Services Agreement for the Paint Consultant.</p> <p>City Staff notifies the Paint Consultant of the City Council decision and provides a fully executed agreement with the Mayor's signature.</p>	<p>April 27, 2022</p>
<p>The Paint Consultant submits individual proposals with a timeframe for each property, including lead encapsulation if required. The painting timeframe starts June 1, 2022, and ends September 30, 2022. Project start dates are staggered.</p>	<p>May 2, 2022</p>
<p>City Staff finalizes the proposals and paint schedules with the Paint Consultant.</p> <p>The Paint Consultant provides a list of subcontractors and the corresponding Black Hawk business license number.</p>	<p>May 4, 2022</p>
<p>City Staff has the Property Owner execute the Grant Program Agreements for City Council Action on May 25, 2022.</p> <p>City Staff executes the Temporary Construction Easements as needed with adjoining neighbors (Grantor) for City Council Action on May 25, 2022.</p>	<p>May 9 – May 12, 2022</p>
<p>City Staff requests Resolutions from City Attorney for the Temporary Construction Easement and the Paint Proposal approvals.</p>	<p>May 9, 2022</p>
<p>City Staff prepares the Paint Proposal Request for Council Action and submits the entire package to City Clerk for inclusion in the Council Packet.</p>	<p>May 16 – May 19, 2022</p>

The City Council reviews each Application, Grant Program Agreement and associated temporary construction easements in the order received by City Staff. Each application is approved, conditionally approved, or denied after their review.	May 25, 2022 – 3:00 p.m.
City Staff prepares a \$10.00 payment request and submits it to the Finance Department for each Grantor granting a Temporary Construction Easement.	May 26, 2022
City Staff issues the Notice to Proceed to the Paint Consultant.	May 26, 2022
City Staff notifies the Property Owner if their application is approved, conditionally approved, or denied by City Council.	May 26, 2022
City Staff and the Paint Consultant finalize each project timeframe. The Property Owner or their Power of Attorney must be in Black Hawk, available, and flexible with their designated timeframe. The schedule is subject to change due to weather and/or the progress of the current project.	June 1 – September 1, 2022
City Staff issues individual building permits to track each grant project. Projects must be complete within 2-months of the permit issue date.	June 1 – September 1, 2022
City Staff requested the Land Use Planning Consultant prepare a Certificate of Architectural Compatibility for Administrative Approval if the Property Owner selects a new color scheme.	June 1, 2022 – September 1, 2022
The Property Owner completes the major repairs identified in the Scope of Work two (2) weeks before their assigned timeframe.	June 1 – September 1, 2022
The Paint Consultant provides individual project drawdowns two (2) weeks before the project timeframe to City Staff. City Staff obtains written approval from the Property Owner within (3) three business days of the Paint Consultant providing the samples. After City Council approval, any Property Owner who makes a color change agrees to withdraw from the program and can reapply the following year.	June 1 – September 1, 2022
THE PROPERTY OWNER: <ul style="list-style-type: none"> ○ Inspects work from start to finish, immediately identifies issues, and shares this information with City Staff and the Paint Consultant. ○ Provides the Paint Consultant full access to the site and work area. ○ Removes all items on and away from the structure, outbuildings, fences, decks, and porches. ○ Keeps all pets out of the Paint Consultant's work area. ○ Removes all pet waste from the Paint Consultant's work area daily for the job's duration. ○ Any Change Orders from the approved Scope of Work must be reviewed and approved by the City before implementation. The Grant Program Agreement is amended to reflect the additional taxable income to the Property Owner and the Grant Program Agreement Amendment is reviewed and approved by City Council. 	June 1 – September 1, 2022

<ul style="list-style-type: none"> ○ Onsite progress meetings, held as needed, with the Property Owner, Paint Consultant, and City Staff. 	
<p>THE PAINT CONSULTANT:</p> <ul style="list-style-type: none"> ○ Is not permitted to bring animals on site. ○ Is responsible for trash removal, provides refuse collection containers, and keeps the site clean and free of debris, including cigarette butts. ○ Cleans the site upon completion of work. All paint chips are captured and disposed of, areas de-masked, and exterior windows are free of paint and operable. ○ Leaves the Property Owner with a minimum of one (1) gallon of each color, varnish, and stain for touch-up. The Paint Consultant supplies the paint cans and marks each can, identifying the product. 	<p>June 1 - September 29, 2022 (May extend into October 2022)</p>
<p>City Staff schedules a final inspection upon painting completion with the Property Owner and Paint Consultant to close the project.</p>	<p>June 1 - September 29, 2022 (May extend into October 2022)</p>
<p>City Staff receives the Paint Consultant invoice, and the Property Owner signs the invoice and check request form within three (3) business days of City Staff notification.</p>	<p>June 1 - September 29, 2022 (May extend into October 2022)</p>
<p>City Staff submits the check request form and invoice to the Finance Department for payment.</p>	<p>June 1 - September 29, 2022 (May extend into October 2022)</p>
<p>The Property Owner endorses the check over to the Paint Consultant within three (3) business days of City Staff notification. City Staff sends the check to the Paint Consultant.</p>	<p>June 1 - September 29, 2022 (May extend into October 2022)</p>
<p>City Staff closes the building permit and schedules a 1-year warranty walk with the Paint Consultant and Property Owner.</p>	<p>Before October 31, 2022</p>
<p>The Finance Department sends a 1099G, and City Staff sends the Federal and State tax liability reimbursement forms.</p>	<p>After January 1, 2023</p>
<p>The Property Owner completes the Federal and State tax liability reimbursement forms and returns them to the Finance Department.</p>	<p>Before December 29, 2023</p>