



# City of Oneonta DRI Downtown Improvement Fund

## Next Steps for Awardees

In order to clarify who is responsible for which activities that lead up to the start of Downtown Improvement Fund projects, we've put together this table. As you'll see, there's very little of this process that Grantees have to undertake themselves.

Task	Delaware Engineering	Grantee
If required, provide Commitment Fee to City		X
If desired, provide Loan Application to City		X
Working with Grantee, develop Scope of Work	X	
Complete Environmental Review with documentation	X	
Submit Project Set-Up Form and Environmental Review to State for approval	X	
Create Award Letter and send to Grantee	X	
Within 30 days of Award Letter, enter into Grant Agreement with the City (Grant Agreement will include Loan Agreement, if applicable)		X
Send project out to bid	X	
Receive and evaluate bids from contractors/firms	X	
Provide bid information to Grantee	X	
Choose contractor/firm for project		X
Create contract between contractor & Grantee for project	X	
Signage indicating that project work is credited to New York State DRI funding. <sup>1</sup>	X	X
Display signage at project location		X
With contractor, obtain and submit any necessary permits		X
With contractor, undergo Site Plan Review with Planning Board, if necessary		X
For upper-story housing: With contractor, create building plans and obtain building permit from City		X
Approve final design before work begins	X	
Monitor construction	X	
Maintain all receipts and proof of payment for project-related expenses		X
Submit documentation to State for reimbursement	X	
Close out projects	X	

<sup>1</sup> Smaller projects will be provided with a paper sign that meets program requirements. The sign must be displayed in the front window. Larger projects are required to create and display the program sign. Delaware Engineering will provide the program sign specifications to the applicable grantees.