



Retrofit Grants APPLICATION



PRIMARY PHONE

ALTERNATE PHONE

E-MAIL

ADDRESS OF BUILDING TO BE RETROFITTED

STREET ADDRESS

CITY

STATE

ZIP

NAME OF BUILDING OWNER(S)

OWNER 1

OWNER 2

PREFERRED CONTACT INFORMATION

STREET ADDRESS

CITY

STATE

ZIP

OWNER'S AGENT / PROPERTY MANAGER

(if applicable)

Check Box if Agent/Property Manager is primary point of contact

Name:

E-mail:

Primary Phone #:

Alternate Phone #:

TYPE OF RETROFIT

Non-Ductile Concrete

Rigid Wall-Flexible Diaphragm (includes Tilt-Up)

Soft Story, voluntary retrofit (3-4 units/ commercial)

Soft Story, mandatory retrofit (5+ dwelling units)

Unreinforced Masonry

Other Wood-Framed Buildings with Seismic Deficiencies

ESTIMATED PROJECT TIMELINE

(FEMA review and approval is required prior to start of construction)

Apply for Building Permit:

Begin Construction:

Complete Construction:

TYPE OF GRANT REQUESTED

Select one or both.

Apply for Design Grant

Total Retrofit Design Costs: \$

Apply for Construction Grant

Total Retrofit Construction Costs: \$

ESTIMATED PROJECT COSTS

Continue to reverse side of form.

BUILDING OCCUPANCY AND AREA

Provide square footage for all that apply:

Residential (including hotels/motels)	sq. ft.	Factory / Industrial	sq. ft.
# of Res. Units:		Warehouse / Storage / Auto Repair	sq. ft.
Assembly / Restaurant	sq. ft.	Other (describe below)	sq. ft.
School / Day Care	sq. ft.		
Retail / Mercantile	sq. ft.		
Business / Office	sq. ft.	Total area of retrofitted building	sq. ft.

PHOTOGRAPHS OF BUILDING

Provide a minimum of three (3) photographs of the building for FEMA's historic preservation review process. Photo submissions should be named in the following format: Address_Photo Number.jpg.

Uploaded photos electronically at: <https://cityofberkeley.app.box.com/f/e47ff928099a4177add16e84437989d2>

Please refer to the [FEMA Photography Instructions](#) handout on the program website for more information.

RETROFIT SCOPE OF WORK

Provide a short description of the proposed scope of work, if known. *Attach additional pages if necessary.*

I already have a retrofit design and will provide electronic copies of these plans.

Do you expect the proposed project to result in any changes visible from the exterior of the building?

Yes No I do not know

ACKNOWLEDGEMENT

- I have read and understood the *Retrofit Grants Program Rules (2020)*, including the program eligibility requirements and the need to seek multiple bids for design and construction.
- I understand the City has obtained a limited amount of funding from FEMA and that submitting an Application for the program does not mean I will receive a Design Grant or Construction Grant.
- I understand that if my project is selected for the program, FEMA must review and approve my proposed design before I become eligible for a Construction Grant, and that if I begin construction prior to FEMA approval I will lose that eligibility.
- I understand my retrofit project must be designed to meet or exceed the program technical guidelines applicable to my building type.
- I understand Design and Construction Grants may only be used to reimburse payments made to licensed design professionals and contractors are not available for amounts paid in cash or for permitting fees. I commit to paying the portion of design and construction costs not covered by grant funding.

Owner 1 Name

Owner Signature

Date

Owner 2 Name

Owner Signature

Date

Applications may not be accepted with incomplete form fields. Attach additional pages if necessary.

If returning by mail, send to Building and Safety Division, Attention: Retrofit Grants at the address below.