

Sidewalk Grant Procedures

City of Blackfoot

The City of Blackfoot recognizes that the maintenance and repair of existing sidewalks within the city is necessary to protect the health, safety and welfare of residents and visitors. City Code (8-2-1) places sole responsibility for sidewalk maintenance and repair upon adjacent property owners.

This program was developed in recognition that this obligation can come with significant cost. The primary goal of the program is to facilitate the property owner's responsibility to improve damaged Right-of-Way sidewalks so they are safe and passable by the general public.

Grant Eligibility

1. Applications will be accepted for residential properties for replacement/repair of Right-of-Way sidewalks.
2. Property owners may only apply for one grant per property in a calendar year.
3. Applications must be received and approved by the City before the work begins. Retroactive applications will not be accepted.
4. The intent of the grant program is to improve sidewalk access. Therefore, eligible sidewalks must impede safe travel. Condition assessment shall be determined at the sole discretion of the City and prior to the start of work. Sidewalks with cosmetic damage only are not grant eligible.
5. Grant funds may cover a portion of the cost of sidewalk repair/replacement and potential need for removal and replacement of Right-of Way trees (trees within the City Right-of-Way). Grant funds may only be used for the removal and replacement of Right-of-Way trees when necessary to repair/replace existing sidewalks in the public Right-of-Way. Pursuant to City Code Title 11-10-14 Notification and Permits, tree removal/replacement must be approved by the Parks and Recreation Department prior to the removal and replacement of any tree located in the Right-of-Way. Grant funding for tree removal and replacement must coincide with an adjacent sidewalk improvement and may not be used for tree removal only.
6. The work shall be done by a Contractor with a current Idaho Bureau of Occupational Licenses (IBOL) contractor's license.

Use of Funds

1. Grant funds may be used for repair/replacement of existing sidewalks that are deteriorated and for removal and replacement of Right-of Way Trees that conflict with or disrupt adjacent Right-of- Way sidewalks.
2. Property owners are responsible for obtaining and complying with the conditions of City permits for jobs requiring removal and replacement of Right-of-Way trees and/or sidewalk repair or replacement. Contractors removing trees need to have approval from Parks and Recreation.
3. In order to access grant funds, property owners must obtain an approved grant application. The maximum grant reimbursement for sidewalks repair/replacement shall be:

50% of the lowest bid or 50% of the actual invoiced amount, whichever is less, up to \$3,000, regardless of who the property owner chooses for the work.
4. Additional Grant funds may be awarded for the removal of Right-of-Way-Trees. The maximum grant reimbursement for trees shall be:

50% of the lowest bid or 50% of the actual invoiced amount, whichever is less, up to \$1,000, regardless of who the property owner chooses for the work.

6. All grant awards will be made on a first-come, first-served basis, subject to project approval and the availability of funds in the City budget. Once the budgeted amount has been expended, no further awards will be made. Grant award agreements shall be valid for 60 days unless other arrangements have been made with the Planning & Zoning Department and funds will not be distributed to applicants with expired grants.

7. The lack of sufficient funds to cover the number of applications received by the City in any given year will not excuse the property owner from the responsibility of maintaining the adjoining sidewalk in a safe condition nor create any liability to the City for any unsafe sidewalks.

Procedure

Step 1. Property owner submits completed application with one bid if the project is \$1800.00 or less, and two competitive bids if the project exceeds \$1800.00, prior to beginning work: Property owners will solicit bids from licensed contractors for the sidewalk work and bids for projects that may have Right-of-Way-Trees to remove and replace, if applicable. All bids must be submitted with a completed grant application. Completed applications may be scanned and e-mailed to: mmyler@cityofblackfoot.org, hand delivered to the Planning & Zoning Department, City Hall (2nd Floor) at 157 N Broadway Street, Blackfoot ID, or mailed to the City of Blackfoot, Planning & Zoning Department, 157 N Broadway St, Blackfoot, ID 83221. Applications must be signed by the owner of the subject property. Incomplete applications may be rejected.

Step 2. City confirms grant eligibility and approves application: After applications are submitted and prior to the start of work, the City will inspect the proposed project to verify grant eligibility. Upon field verification, the Sidewalk Repair Grant Application will be approved, subject to available funds, and the property owner will be notified to proceed. The work must then begin within 30 days and completed within 60 days, unless other arrangements have been made with the Planning & Zoning Department. The City will not reimburse expired applications.

Step 3. Work begins, property owner selects contractor, obtains permits, schedules inspections, completes work: If work will be done in the city street, a ROW permit will need to be approved. This includes sidewalk work/tree removal that may affect traffic flow and would require a traffic plan submitted to the Street Department. Once forms are in place for the sidewalk, property owner/contractor will call the Street Department for inspection.

A Permit for Tree Removal is required prior to the removal and replacement of any trees in the public right-of-way and can be obtained at no cost at the Planning & Zoning Department. The permit will need to be approved by the Parks and Recreation Superintendent.

Step 4. Property owner pays contractor & submits Reimbursement Request with final invoice: After the work is completed, the property owner shall notify the Street Department and request a final inspection. Once the work is inspected and approved by the City of Blackfoot, the property owner may submit a reimbursement request to the Planning & Zoning Department located in City Hall, 157 N Broadway St, Blackfoot ID 83221. The final invoice needs to state that it has been paid in full by the property owner.

Step 5. City approves reimbursement request and mails check to property owner: Upon approval by the City, the grant funds will be disbursed in accordance with the terms of the Sidewalk Grant Program.

Questions?

Please Contact Planning & Zoning Department 208-785-8600 option 4.