

SAFER HOUSING FOR OAKLAND PROGRAM (SHOP)

SHOP Retrofit Process Summary

The steps necessary to complete each Phase of the SHOP process are summarized below. For more information, refer to the [SHOP Design, Construction, and Reimbursement Guidelines](#) and [SHOP Owner Instructions](#) available at the [SHOP Website](#).

Retrofit projects reimbursable by SHOP must complete each Phase before proceeding to the next.

Phase I: Design Development

Once you have received a [Notice to Proceed with Design Development](#) from SHOP:

- Review included program materials thoroughly to understand eligibility and requirements.
- Return the included [Intent to Proceed Form](#) with supporting documentation.
- Obtain and submit at least 2 bids for design services. Each bidder must include the [SHOP Design Bid Form For Engineers](#). *Bidders may request, or bid on the cost to provide, as-built plans.*
- Summarize bids using the [Documentation of Design and Construction Bids](#) form.
- Retain chosen design professional and have plans and calculations completed.

Phase II: Project Submission and Review

Once the design is complete:

- The project is submitted **directly to SHOP for permit submission** including: a digital copy of plans and calculations in PDF format, the [SHOP Project Description](#) (completed by your engineer) and [Permit Application](#) (completed by owner/owner's agent or your engineer). *All files must be digital during COVID-19 precautions.*
- *To determine the guaranteed reimbursable amount for construction at this stage, obtain and submit at least 2 bids for construction to SHOP using the [SHOP Documentation of Design and Construction Bids-For Owners](#) form. Owner may proceed to permitting and plan check while seeking bids.*
- Project is submitted to FEMA by SHOP for the required Design Review.
- SHOP submits the permit application on the applicant's behalf to the Planning and Building Department for required zoning and plan check. Building Bureau staff contacts the permit applicant regarding steps required for permit issuance. Projects valued at >\$100k *may require a sewer lateral inspection and possible repairs. Discuss this with your bidders.* <https://www.eastbaypsl.com/eastbaypsl/building.html>
- Once notified that plan check is complete, submit at least 2 bids for construction to SHOP if not already approved using the [SHOP Documentation of Design and Construction Bids-For Owners](#) form. *All bids must be approved before the reimbursable amount is determined and the permit can be issued.*
- Once notified of FEMA approval and construction bids have been approved, SHOP issues a [Notice of FEMA Design Approval](#) to the owner and releases the hold on permit issuance.
- Once permit requirements are met and fees are paid, permit is issued and construction may begin.

Phase III: Project Completion and Reimbursement

Once Work is completed with final passing permit inspections:

- Notify the SHOP office and schedule and complete the close-out inspection.
- Pay all outstanding invoices and submit reimbursement request with W9 and proof of payment for all costs.
- Complete and submit the [Reimbursement Request](#) form. Project is reimbursed for approved costs up to the maximum approved amount with a check issued by mail in 30-60 days.