

Union City Borough Interior/Structural Improvement Grant Program Deadline to Apply: February 19, 2021

APPLICATION GUIDELINES

The Union City Borough Interior/Structural Improvement Grant Program seeks to assist commercial property owners and/or business owners (with property owner permission) with projects that rehabilitate, restore, or preserve historic resources in the downtown in order to enhance the vibrancy of the central business district. The purpose of the grant program is to:

- preserve the architectural heritage of the downtown,
- foster an attractive and safe environment,
- stimulate private investment in the form of new development, redevelopment, and renovation that is consistent with the historic integrity of the downtown,
- foster civic pride and a sense of place, and
- create a compelling image to increase commerce and profits, attract new businesses, retain existing businesses, attract all age groups, and encourage long-term commitments to the community.

Applicants will be required to meet with a representative of the Grant Committee prior to submitting an application and review project and budget details.

These grants will be made on a 50/50 matching basis. Union City Borough will provide up to 50% of the project cost as a grant with the remaining 50% of the cost being the property/business owner's responsibility. The maximum grant awarded will be \$12,000.

Grants will be made on a reimbursement basis, following a process which includes application submittal, committee review and approval, and construction. Applicants will receive grant funds after completion of the approved improvement project and submission of digital jpeg "after" project photographs, copies of invoices, receipts, and proof of payment(s).

All projects must be completed within nine (9) months of grant award notification. Grant monies may not be used for permit fees, sidewalks, benches, trees, flowers, shrubs, or temporary signs.

Applications are due by February 19, 2021. Priority will be given to projects that meet all of the criteria, have the greatest overall impact on the downtown, and are listed in the recently completed Interior/Structural Assessment of the building. (If a property owner does not have access to the Interior/Structural Assessment prepared for their building, please contact the Borough to access a copy.)

Program Boundaries:

All buildings within the designated downtown boundary, which is Main Street from High Street to Concord Street/2nd Avenue, are eligible for these grant funds, provided that all improvements are in compliance with the codes and ordinances of Union City Borough.

Eligibility:

Any person(s) owning property in the established boundaries is eligible to apply. Qualifying commercial properties include single-purpose retail and office buildings and mixed-use buildings containing combinations of retail, office, and residential apartments. Merchants located in the defined area are eligible to apply with the property owner's consent.

Single-purpose apartment buildings are generally not eligible for this grant program. However, individual proposals will be considered on a case-by-case basis.

There are three categories of support defined in the following paragraphs. Examples of eligible projects, interior or exterior, are provided after the definitions and apply to all three categories.

Preservation

The act or process of applying measures necessary to sustain the existing form, integrity and materials of a historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of the mechanical, electrical and plumbing systems and other code required work to make properties functional is appropriate within a preservation project.

Rehabilitation

The act or process of making possible a compatible use for a property through repair, alterations and additions while preserving those portions or features which convey its historical, cultural and architectural values.

Restoration

The act or process of accurately depicting the form, features and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code related work to make properties functional is appropriate within a restoration project.

Work may be interior or structural. Specific examples of fundable project work include the following:

- Site work - subsurface investigation, selective demolition, drainage and restoration of designed landscapes and gardens;
- Concrete - poured-in-place concrete, precast concrete, concrete restoration and cleaning, excludes sidewalk replacement/repair;
- Masonry - brick or stone repair or replacement, repointing mortar joints and cleaning;
- Metals - structural metal framing and metal restoration or replacement;
- Wood and Plastics - rough and finish carpentry, architectural woodwork and millwork;
- Thermal and Moisture Protection - roofing, flashing, waterproofing, damp proofing and insulation;
- Doors and Windows - repair and restoration, frame repair, replacement and hardware;
- Finishes - lath and plaster repair, gypsum wallboard, ceramic tile, wood paneling, floors and painting;
- Conveying Systems - elevators;
- Mechanical - plumbing, fire protection systems, heating, cooling and air distribution;
- Electrical - service, distribution and lighting; and
- Accessibility improvements for people with disabilities.

Ineligible Activities

Interior/Structural Improvement Grants may not be used to fund the following:

- Mitigation activities performed as a condition or precondition for obtaining a state or federal permit or license;
- New construction;
- Reconstruction such as recreating a building or landscape;
- Projects whose entire scope of work consists solely of routine or cyclical maintenance;
- Landscaping as part of parking lots, sidewalks, etc.;

- Projects which consist only of predevelopment work such as construction documents; and
- Acquisition of properties and/or land.

All improvements must comply with standards set forth in the Union City Borough zoning ordinance and building codes, as well as applicable sections of the Pennsylvania building codes and the federal Americans with Disabilities Act Accessibility Guidelines.

When possible, improvements should comply with the Secretary of the Interiors Standards for Rehabilitation located at <https://www.nps.gov/tps/standards/rehabilitation.htm>. If questions arise, please refer them to Preservation Erie at info@preservationerie.org.

Grant funding may not be used to pay for work that is currently in progress or has been completed.

Only one application per project per property may receive funding. Funding for phased projects will be considered on a case-by-case basis when compelling circumstances are presented by an applicant.

The Grant Committee reserves the right to consider increasing matching funding for “significant structures,” such as anchor buildings.

Applicants must be up-to-date and/or in compliance with all local, state and federal taxes.

Technical Assistance:

If grant funds are awarded for a interior/structural improvement, up to \$500 of the grant may be used for architectural services to assist with development of an appropriate improvement plan and/or design and help acquire necessary permits. Preservation Erie can provide those architectural services through a consultant and would pay the architect for those services, deducting it from the grant award. If the property/business owner chooses to use private funding to pay for architectural services, the cost of these services may exceed \$500.

Prevailing Wage Act:

Because it is funded in part by the Erie County Gaming Revenue Authority, the Interior/Structural Improvement Grant Program is subject to the Prevailing Wage Act which specifies that if the entire project costs over \$25,000, prevailing wages must be paid to construction workers.

“The Pennsylvania Prevailing Wage Act (43 P.S. § 165-1 et seq.; 34 PA Code § 9.101 et seq.) may be applicable to this Project. If applicable, the Grant Recipient is responsible for including prevailing wage rates in all bid documents, specifications, and construction contracts pertaining to the Project. The Department of Labor and Industry (L&I) has final authority to make all prevailing wage applicability determinations.”

“Please note: Prevailing Wage requirements are generally applicable to grants for construction, demolition, reconstruction, alteration, repair work, renovations, build-out and installation of machinery and equipment in excess of \$25,000. Any questions as to final prevailing wage obligations should be directed to the Bureau of Law Compliance at 1-800-932-0665.”

SELECTION PROCESS

Grants will be awarded based upon the level of improvements, the accuracy of historic preservation and the vitality and significant impact the project will make to the downtown environment. Only complete applications will be accepted for processing.

The grant application will be reviewed by the Grant Committee, which will be made up of three to five individuals and include representatives from the Borough of Union City, Union City Pride/Downtown Development, and Preservation Erie. The committee will evaluate the completeness of information and supporting documents and compliance with the requirements of the grant program. This review process will be completed within one month of the application deadline.

Only work approved by the Grant Committee will be eligible for reimbursement through the Interior/Structural Improvement Grant Program. Project work may not begin until the property/business owner receives written approval from Union City Borough.

All projects must be completed within a designated timeframe, agreed upon by the grantee and Grant Committee. If work is not completed in the agreed timeframe, all grant money will be forfeited. If unforeseen circumstances occur which delay the project, exceptions may be considered.

Approved projects are required to meet all applicable codes and ordinances of the Borough. Grantees are also required to secure any necessary permit(s) from the Borough or other appropriate parties before work can commence.

Once a project has been completed, the grantee must provide documentation of project completion, digital JPEG "after" photographs, copies of all receipts and permits, and proof of payment for materials and labor, to the Grant Committee, care of Union City Borough.

It is the responsibility of the grantee to fulfill financial obligations to all contractors and sub-contractors for material and labor expenses.

Once the work is completed and reviewed by the Grant Committee, Union City Borough will reimburse the property owner in accordance with the terms of the grant within one month. Work not completed in accordance with the approved project description may be denied payment.

In order to receive reimbursement, the following will need to be satisfactorily addressed.

1. The project must be completed in conformance with the design plan and/or project as submitted, reviewed and approved by the Grant Committee.
2. If the scope of work, construction materials, or project timeline need to be changed, the grantee must obtain pre-approval from the Grant Committee.
3. The grantee must complete final inspections, if required by the Borough.

APPLICATION CHECKLIST

Applicants must supply one (1) copy of the following items with the completed Interior/Structural Improvement Grant Program Application.

- A complete, detailed written description of the proposed project
- Paint color samples and/or finishing material samples (if appropriate)
- Current digital JPEG color photographs of the property to be addressed
- Historic photos of the property (if available)
- Complete project cost estimates from contractors and/or material suppliers
- Matching fund verification, such as a letter from a banking institution confirming the availability of matching funds
- Signed Hold Harmless Agreement (if applicable)

**UNION CITY BOROUGH INTERIOR/STRUCTURAL
IMPROVEMENT GRANT APPLICATION**

If you have questions regarding the completion of this application or the eligibility of your project, contact Borough Manager Cindy Wells at 814-438-2331 or secretary@ucborough.us. The deadline to apply is February 19, 2021.

Applicant's Name

Business Name

_____ **Corner/Anchor Building** Yes ___ No ___
Project Site Address

Mailing Address (if different from project site address)

_____ **Phone** _____ **Email**

Are you the owner(s) of record of the subject property? Yes ___ No ___

If you are not the owner of the property, please complete the next three lines of information, as well as the Release and Hold Harmless Agreement in collaboration with the property owner.

Property Owner's Name

Property Owner's Address

Property Owner's Phone AND Email

Brief Project Description: Please provide a description of the project and proposed timeline. You may attach a separate sheet, if needed.

TOTAL ESTIMATED COST OF PROJECT: _____ **AMOUNT REQUESTED:** _____

The maximum reimbursement allowed under the Interior/Structural Improvement Grant Program may not exceed 50% of the total project cost up to a maximum of \$12,000 , or as otherwise noted. The Interior/Structural Improvement Grant Program may not be used to pay for work that is currently in progress or has already been completed.

Anticipated Project Start Date: ____/____/____ **Anticipated Project Completion Date:** ____/____/____

Additional Funding Source(s): Check all that apply to your project.

_____ Cash

_____ Bank Loan

_____ Other: Please specify: _____

The applicant acknowledges the terms and conditions associated with the Interior/Structural Improvement Grant Program and agrees to comply with all of its requirements.

Signature of Applicant

Date

Signature of Property Owner (If different from above.)

Date

Submit grant applications to:

Interior/Structural Improvement Grant Program
Union City Borough
13 South Main Street
Union City, PA 16438

~ For Grant Committee Use Only ~

Date Application Received: _____ *By:* _____

Is the property located within the program boundaries? Yes _____ No _____

Is the application packet complete? Yes _____ No _____

Is the applicant compliant with taxes? Yes _____ No _____

Has the applicant proven their fiscal responsibility? Yes _____ No _____

Approved: Yes _____ No _____

**RELEASE AND HOLD HARMLESS AGREEMENT
FOR Union City Borough
INTERIOR/STRUCTURAL IMPROVEMENT GRANT PROGRAM**

This Release, executed on the ____ day of _____, 20____, by _____ (Property Owner) and _____ (Tenant, if applicable) of _____ (Street Address), Borough of Union City, Erie County, State of Pennsylvania, referred to as Releasor(s).

In consideration of being granted monies for restoration, modifications, signage, or other physical changes to the property located at the above address, the Releasor(s), understands that they are solely responsible for providing their own contractors, and to assure that those contractors are fully insured and licensed and have obtained all necessary permits in accordance with Borough and State regulations.

Releasor(s) waives, releases, discharges, and covenants not to sue Union City Borough for loss or damage, and claims or damages therefore, on account of any work that has been performed in accordance with Borough or State guidelines.

Releasor(s) agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Pennsylvania and that if any portion of the agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Releasor(s) further states that it has carefully read the above release and knows the contents of the release and signs this release as its own free act.

Releasor's obligations and duties hereunder shall in no manner be limited to or restricted by the maintaining of any insurance coverage related to the above referenced event.

This release contains the entire agreement between parties to this agreement and the terms of this release are contractual and not a mere recital.

Dated this _____ day of _____, 20____.

Property Owner

Signature Witness

Please Print

Tenant Signature (if applicable)

Signature Witness

Please Print