

Contact Cindy Wells 814-438-2331 with any questions. DEADLINE: 04/26/2024

**Union City Borough Renaissance Grant Program
2023-2024**

APPLICATION GUIDELINES

The Union City Borough Renaissance Grant Program seeks to assist residential property owners to complete exterior repairs and permanent improvements of residential buildings in the **areas of North & South Main, Route 97 within the Borough, East High Street, South Street, West High Street and First through Sixth Avenue** in order to enhance the appearance of the residential district. The purpose of the Renaissance Grant Program is:

- Remove housing blight and reverse deterioration
- Incentivize and spur private investment
- Make neighborhoods and communities more attractive
- Increase market value of homes
- Improve the municipal tax base

The Renaissance Block Grant is a matching grant program that makes funds available to improve the functionality and curb appeal of the private property.

Applicants will be required to meet with the Borough Manager prior to submitting an application and review project and budget details.

The grant will be made on a 1:1 matching basis. The maximum grant awarded will be \$5,000.

Grants will be made on a reimbursement basis, following a process which includes application submittal, review and approval, and construction. Applicants will receive grant funds after completion of the approved improvement project, submission of **digital project photographs**, and **PDF copies of invoices, receipts, and proof of payment(s)**. **DO NOT SUBMIT PHOTOS OF THE DOCUMENTS. The photos must be of the full front, back and sides of the house and close up of the areas to be worked on.** *Corry Federal Credit Union has created a loan program specifically for homeowners who are selected to be a part of the Renaissance Block Program. Information is included with this application. (*Some terms and conditions may apply. CFCU is an Equal Housing Lender and Federally Insured by NCUA.) **YOU MUST NOTIFY THE BOROUGH IF YOU ARE USING CFCU.**

All projects must be completed within 180 days of grant award notification. Grant monies may not be used for permit fees, sidewalks, trees, flowers, or shrubs.

Priority will be given to projects that meet all of the criteria and will have the greatest overall impact on the area.

Eligibility:

Any person(s) owning property in the established boundaries is eligible to apply.

Funds are available for the following improvements:

1. Doors & windows visible from the street
2. Roofs, soffits, gutters and downspouts
3. Exterior lighting
4. Porches, stairs, steps
5. Painting, siding, shutters
6. Chimney and masonry repair

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.

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

Only one application 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.

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

Applicant must allow a sign recognizing the funding is from ECGRA. The sign will be provided and must be returned to the Borough of Union City at the end of the fall season.

Program Boundaries:

Residential properties that are on **North & South Main, Route 97 within the Borough, East High Street, South Street, West High Street and First through Sixth Avenue** are eligible for these grant funds, provided that all improvements are in compliance with the codes and ordinances of Union City Borough.

Prevailing Wage Act:

Because it is funded in part by the Erie County Gaming Revenue Authority, the Renaissance 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 and the vitality and significant impact the project will make to the neighborhood. Only complete applications will be accepted for processing.

The grant application will be reviewed by the Borough Manager. It will be evaluated by the completeness of information and supporting documents and compliance with the requirements of the Renaissance Grant Program.

The Borough Manager will present funding recommendations to Union City Borough Council for final approval.

Only work approved by Borough Council will be eligible for reimbursement through the Renaissance Grant Program. Project work may not begin until the property owner receives written approval from Union City Borough.

Once an application is approved, but before work may begin, the applicant must submit a signed agreement and a work schedule for the approved project. All projects must be completed within a designated timeframe, agreed upon by Borough Council. 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 send a letter of project completion, **digital** "after" photographs, **PDF** copies of all receipts and permits, and proof of payment for materials and labor to the Borough Manager. **DO NOT SUBMIT PHOTOS OF THE DOCUMENTS.**

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 Borough Council, 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 Borough Council.
2. If the scope of work, construction materials, or project timeline need to be changed, the grantee must obtain pre-approval from Borough Council.
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 Renaissance Grant Program Application.

- A complete, detailed written description of the proposed project
- Siding samples, paint color samples and/or finishing material samples, if appropriate
- Current **digital** color photographs of the property to be addressed
- Complete project cost estimates from contractors and/or material suppliers
- A detailed work schedule, which includes an estimated project completion date
- Proof of financial responsibility (current on all municipal, school district and county taxes)
- Signed Hold Harmless Agreement (if applicable)

IF THE APPLICATION IS SUBMITTED THROUGH EMAIL, IT MUST BE PDF FILES ONLY.
DO NOT SUBMIT PHOTOS OF THE DOCUMENTS.

RENAISSANCE GRANT APPLICATION

If you have questions regarding the completion of this application or the eligibility of your project, contact Union City Borough Manager Cindy Wells at (814) 438-2331 or secretary@UCBorough.us

Property Owner's Name

Co-Property Owner's Name

Project Site Address _____ Corner Property Yes ___ No ___

Mailing Address (if different from project site address)

Phone

Fax

Email

Are you the owner(s) of record of the subject property?

Yes ___ No ___

Please complete the Release and Hold Harmless Agreement.

Property Owner's Name

Property Owner's Address

Property Owner's Phone AND Email

Indicate the category associated with the project:

_____ Doors & windows

_____ Roofs, soffits, gutters & downspouts

_____ Exterior lighting

_____ Porches, stairs, steps

_____ Painting, siding, shutters

_____ Chimney & masonry repair

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 Renaissance Grant Program may not exceed 50% of the total project cost up to a maximum of \$5,000, or as otherwise noted. The Renaissance 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

____ Corry Federal Credit Union

____ Other: Please specify: _____

The applicant acknowledges the terms and conditions associated with the Renaissance 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:

Cindy Wells
Union City Borough Manager
13 South Main Street
Union City, PA 16438
T: 814-438-2331
F: 814-438-7115
E: secretary@UCBorough.us

~ For Union City Borough 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
RENAISSANCE 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 improvements, 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 the Borough of Union City 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

Co-Property Owner (if applicable)

Signature Witness

Please Print