

Union City Borough Façade Improvement Grant Program
Deadline to Apply: April 27, 2018

APPLICATION GUIDELINES

The Union City Borough Façade Program seeks to assist commercial property owners and/or business owners (with property owner permission) to restore facades of downtown buildings in order to enhance the appearance of the central business district. The purpose of the Façade Improvement Grant Program is:

- to preserve the architectural heritage of the downtown and the historic district,
- to foster an attractive and safe environment,
- to stimulate private investment in the form of new development, redevelopment, and renovation that is consistent with the historic integrity of the downtown and the historic district,
- to foster civic pride and a sense of place, and
- to 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 representatives of the Façade Committee prior to submitting an application and review project and budget details.

These façade grants 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, grant committee review and approval, and construction. Applicants will receive grant funds after completion of the approved façade improvement project, submission of project photographs, and copies of invoices, receipts, and proof of payment(s).

All projects must be completed within 180 days of grant award notification. Grant monies may not be used for permit fees, roofs, sidewalks, benches, trees, flowers, shrubs, or temporary signs. However, if a roof is part of the façade (such as a mansard roof), the portion of the roof that is visible from the street may be eligible and included in the grant award.

Applications are due April 27, 2018. Priority will be given to projects that meet all of the criteria and will have the greatest overall impact on the downtown.

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 design grants. However, individual proposals will be considered on a case-by-case basis.

For larger buildings where more than one storefront exists within the same façade, each storefront may be eligible for Façade Improvement Grant funds.

The facade is the part of the building facing the street or streets. It includes the entirety of the face of the building including upper floors which often retain their original appearance.

Funds are available to improve the following façade components.

1. Architectural Elements/Windows/Doors - Funds are available for painting, rehabilitation, re-glazing and reconditioning of existing windows (including display, ornamental, upper-story windows), doors and exterior shutters when they are original to the building. Grant funds will not be available for replacement of original windows, doors and exterior shutters or those elements when they are in character with the building, except when the windows are severely deteriorated and cannot be rehabilitated. Grant funds will be available for replacement of existing windows, doors and exterior shutters if they are not original and are out of character with the building.

2. Exterior Painting and Restoration - Funds are available for repair, cleaning, refinishing, painting, and restoration of exterior woodwork and trim, architectural sheet metal and/or decorative brick elements. This category includes exterior masonry repairs, restoration, painting (in the case of brick, only if originally painted), or low-pressure water or steam cleaning. Roof and commercial cornices, parapets and other decorative elements may be repaired and reconditioned. Replacement of cornice and trim elements will be permitted when they are severely deteriorated and cannot be repaired. Missing decorative elements can be replaced utilizing extant examples found elsewhere on the building, period photographs, or, in the absence of both, examples of similar buildings in downtown Union City. Roof repair or replacement is not fundable.

3. Signs and Awnings - Funds are available for repair, or removal and replacement, of existing signage and awnings, as well as installation of new signage and awnings, provided none of the original sign panel(s) or signage are still intact, in which case original panels may be rehabilitated. New panels shall be installed within the original space reserved for that purpose or, in the absence of a sign panel or frieze, be mounted in a sensitive manner approved by the façade committee. Lighting fixtures that directly illuminate a sign or provide area lighting under awnings are also eligible for assistance. Funds may also be used to purchase new awnings for entrances. No funds are available for sidewalks or site amenities.

4. Design Assistance - Funds are available for architectural, historical façade research and preservation and graphic design services.

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.

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 may receive funding.

Union City Borough reserves the right to consider increasing matching funding for “significant structures,” such as corner buildings or anchor buildings.

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.

Program Boundaries:

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

Technical Assistance:

If grant funds are awarded to a facade improvement project, up to \$500 of the grant may be used for architectural services to assist with development of an appropriate facade design and help acquire necessary permits. Union City Borough 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.

There is a \$25 refundable application fee for the Façade Improvement Grant program. Any property or business owner who successfully completes a façade grant will be refunded the \$25.

Prevailing Wage Act:

Because it is funded in part by the Erie County Gaming Revenue Authority, the Façade 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 Facade Committee, which will be made up the Borough Secretary, a representative from Union City Pride/Downtown Development, and two representatives from Preservation Erie. The committee will evaluate the completeness of information and supporting documents and compliance with the requirements of the Façade Improvement Grant Program. This review process will be completed within two months of the application deadline.

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

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

Once an application is approved, but before work may begin, the applicant must submit a work schedule for the approved project. All projects must be completed within a designated timeframe, agreed upon by the grantee and Facade 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 send a letter of project completion, "after" photographs, copies of all receipts and permits, and proof of payment for materials and labor to the Facade Committee.

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

- Application fee (If the project is funded and successfully completed, this \$25 fee will be returned to the applicant.)
- A complete, detailed written description of the proposed project
- Awning samples, paint color samples and/or finishing material samples, if appropriate
- Current color photographs of the property to be addressed
- Historic photos of the façade, if available
- 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)
- Matching fund verification
- Signed Hold Harmless Agreement (if applicable)

FACADE IMPROVEMENT GRANT APPLICATION

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

Applicant's Name

Business Name

Project Site Address _____ **Corner/Anchor Building** 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 ___

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

Indicate the category associated with the project:

___ Architectural Elements/Windows/Doors

___ Exterior Painting and Restoration

___ Signs and Awnings

___ Design Assistance

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

Cindy Wells
Union City Borough Secretary
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 _____
- Has the \$25 refundable application fee been included? Yes _____ No _____

Approved: Yes _____ No _____

**RELEASE AND HOLD HARMLESS AGREEMENT
FOR Union City Borough
FAÇADE 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 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

Tenant Signature (if applicable)

Signature Witness

Please Print