

**Sunbury's Revitalization, Inc.
SUNBURY, PENNSYLVANIA**

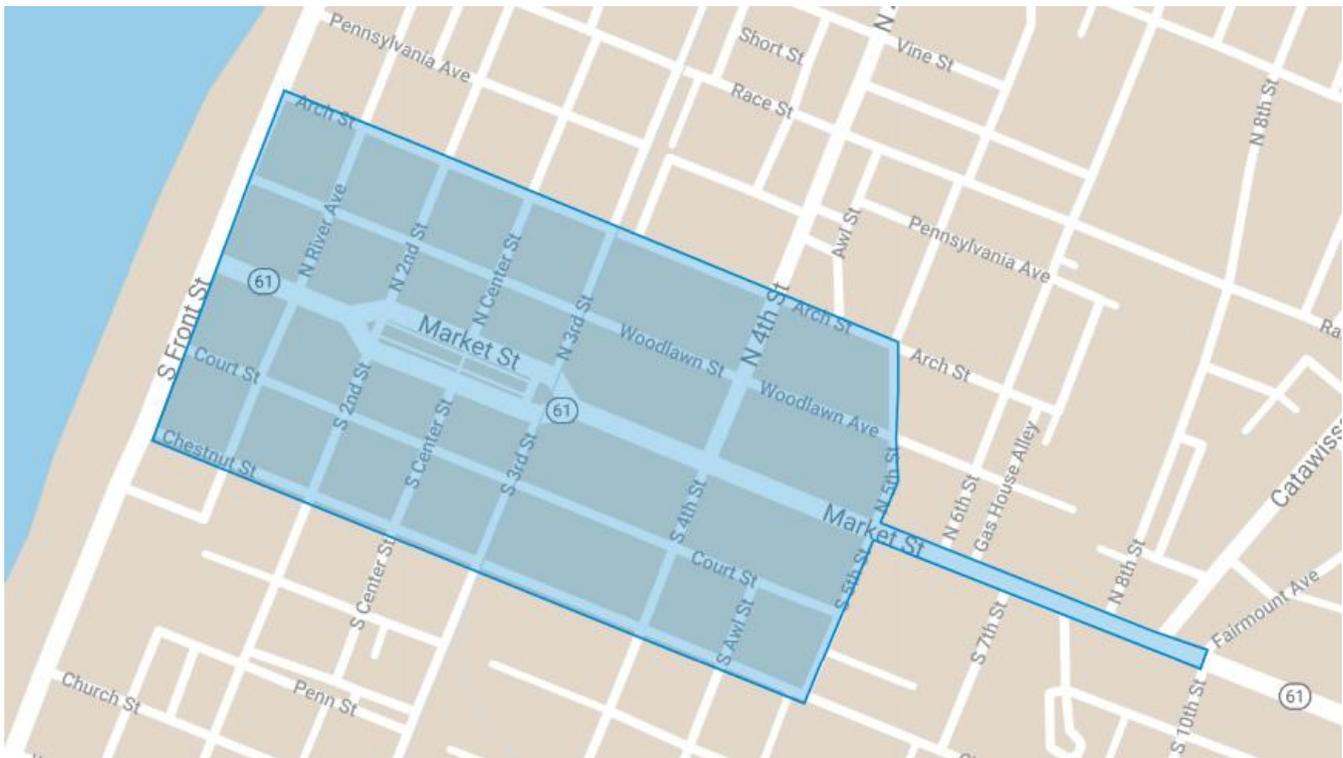
**2019/2020 FACADE GRANT PROGRAM
GUIDELINES FOR BUILDING AND FACADE IMPROVEMENTS**

Purpose and Scope

In order to encourage rehabilitation of building facades and improve signage in the downtown business and historic district, Sunbury's Revitalization, Inc. ("SRI") is able to apply for funds from the Pennsylvania Department of Community and Economic Development ("DCED") to assist property and business owners in paying for facade improvements, signage, and design costs.

Designated Area

To be eligible for this program the property must be located in the designated area highlighted below. Market Street from Front to 10th (both sides of street) and Chestnut (both sides of the street), Court, Woodlawn and Arch (both sides of the street) from Front to 5th.



Funds Disbursement

Grant awards will be made on a reimbursement basis. 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).

Eligible Improvements

Eligible improvement include exterior improvements made to the property that are visible to the street and permanently attached or adhered to the property such as paint, masonry, shutters, windows, porches, downspouts, doors, maintenance, façade repair, signage that is permanently attached to the building and lighting that is permanently attached to the building.

Ineligible Improvements

Improvements to roofs**, sidewalks, benches, trees, flowers, shrubs, or temporary signs are not eligible. Permit fees are not eligible. Grant funding may not be used to pay for work that is currently in progress or has already been completed.

***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.*

Available Funds for Façade Improvements

This grant program will reimburse property and business owners a fifty percent match of project costs up to \$5,000. For example, if a project costs a total of \$10,000, up to \$5,000 may be reimbursed with grant funds. Any project exceeding \$10,000 will only be eligible for a maximum reimbursement of \$5,000, limited exclusions for projects over \$10,000 may apply and require preapproval from DCED.

Facade improvement projects exceeding \$25,000 in cost are not eligible for this program. This is very important because:

The Façade 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.”

Available Funds for Signage

This grant program will reimburse property and business owners a fifty percent match of signage costs up to \$1,500. Sign projects that exceed \$3,000 are only eligible for a \$1,500 maximum reimbursement.

Eligibility Requirements

Only property owners, tenants and business owners in the Designated Area are eligible to apply for this grant.

Tenants and business owners are encouraged to apply for assistance even if they do not have any ownership in the building. **The tenant/business applicant must receive written permission from the property owner to be submitted with their application.** The property owner and tenant may apply for funding for separate work on the same building. For example, the building owner may wish to replace windows, while the tenant may wish to replace signage.

Any applications made for improvements on the same property by the same person must be at least three years apart from completion of project unless additional funds are available. If additional funds are available they may be awarded in consecutive years; however, priority funding will be given to new applicants.

Corner properties and properties with two facades visible from public thoroughfares may be eligible for additional funding. Please indicate this on the application. At the discretion of SRI, projects with major impact may be eligible for additional funding.

Eligible improvement include exterior improvements made to the property that are visible to the street and permanently attached or adhered to the property such as paint, masonry, shutters, windows, porches, downspouts, doors, maintenance, façade repair, signage that is permanently attached to the building and lighting that is permanently attached to the building.

If the building owner or tenant is proposing to do the improvements themselves, SRI will reimburse for materials only, and owner or tenant must submit estimates of material prices. If the building owner is a professional contractor only labor costs for improvements completed by subcontractors will be reimbursed provided an invoice is submitted.

Notification of 2019/2020 Façade Grant Awards (for use in 2020) must be received *in writing* by property/ business owner prior to project launch or sign installation or award may be forfeited. **Do not begin any work before you receive a written notification of approval.**

All designs must be in keeping with the Historic Architectural Review Board Guidelines ("HARB", see attached City of Sunbury ordinance #1249-2006). Approval from the HARB must be attached to the application. If the approval is pending, the application for funds may be approved contingent upon HARB approval.

Many projects, including signage, will require a City building permit or zoning approval. All proper permits and zoning approval must be received in order to be eligible for funding. **Any applicant who received approval for grant funds but who finished the project without proper City approvals will not be eligible to receive funds.**

If façade painting is part of the proposed project, the applicant must submit color swatches and a color schematic indicating where each color will be used on the building. The schematic must be a minimum

submission of the manufacturers' color swatches and a print-out photograph of the entire façade clearly indicating where each color is to be used. A professional color rendering of the facade may be submitted but is not required. Although not regulated by HARB, color combination and placement on the building must be approved by SRI as part of the application approval process.

All information on the HARB, permits and zoning can be found at Sunbury City Hall on the 1st Floor.

Evaluation Criteria and Approvals

Deadline for submission of **completed** application is Friday, May 17, 2019.

Only complete applications will be accepted for processing.

Applications will be evaluated on completeness of information, supporting documents, impact in the downtown environment, and compliance with the requirements of the Façade Grant Program as outlined in this document.

SRI will consider the project's compliance with standards set forth by the Secretary of Interior for historic restoration and preservation as part of the evaluation. You may view these standards at: <https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>

Guidelines and Application Process

1. Contact the SRI office at (570) 286-7768 to answer any questions you may have.
2. Arrange for three bids to be given for the work being done along with a time table for completion.
3. If applicable, obtain a HARB permit.
4. After completing the application in full, contact the SRI staff to schedule a meeting to discuss the design and bids. Please bring the application, three quotes from contractors and all supporting documentation.
5. Once the preliminary meeting is finished and the application has been deemed complete, the application will be submitted for review.
6. If approved, the applicant will receive a Notice to Proceed letter from SRI. Applicant must also sign a Reimbursement Agreement document. Work must begin within 60 days from the date of the grant approval letter and must be completed within 6 months from the date of the grant approval / Notice to Proceed letter. Any modifications to the original design must be brought to the attention of SRI. Designs that deviate from the original without prior approval risk their reimbursement.
7. When all work is complete and all contractors and professional services are paid in full, please forward receipts, invoices and cancelled checks for the completed work to the SRI office for payment.
8. Once all information and receipts are submitted, and prior to any funds being released, the committee will arrange for a site visit to inspect that the work has been completed as per the original application.
9. Reimbursement can be expected within 60 days of submission of appropriate paperwork.
10. Applicants may apply for funding for signage, design/architecture services, and façade improvements simultaneously.
11. SRI reserves the right withdraw funding for any applicant that does not comply with these guidelines.

APPLICATION FOR FACADE GRANT PROGRAM

Applicant name:

Business Name:

Property Address:

Mailing Address:

Phone:

Email:

Reimbursement check is written out to (select an option below and complete attached W-9 form):

Business Name _____

Applicant Name _____

Building owner's name and contact information if different from above:

BUILDING INFORMATION

Building's Primary Use (please indicate number of residential units if mixed use property):

Current Tenants, if Owner:

Is Building Fully Occupied? Yes _____ No _____

Development Plan for Building:

Lease Expiration Date, if Tenant:

Application is for:

Signage (Please indicate sign type)

blade (projecting) with lighting

blade without lighting

painted window sign with lighting

painted window sign without lighting

awning or canopy with lettering

flat, wall or fascia

other, please explain: _____

Exterior improvement

painting

windows

doors

gutters/ visible roof

repointing

other, please explain: _____

Code compliance/ ADA compliance

Professional design services

1.) How long has this business been in operation?

10 or more years between 3 and 10 years less than 3 years

2.) Building use: (check all that apply)

Retail/restaurant storefront

Owner occupied commercial

Tenant occupied commercial

Commercial property/ mixed use

Owner occupied residential

Tenant occupied residential

3.) Was a design professional consulted on this project? yes no

If yes, please provide contact information: _____

4.) Proposed Dollar Amount for completed project: _____

5.) Timetable for Completion: _____

6.) Do you plan improvements in addition to those that will be covered by the grant? If yes, please explain: _____

Application Checklist:

1. Current photograph(s) of building _____
2. Cost Estimates (minimum three) _____
3. Completed Application _____
4. Letter permitting exterior improvements if not the building owner _____
5. Applicable diagrams, sketches, pictures, color swatches, etc. _____
6. Any additional information you may feel helpful in evaluating your application. _____
7. HARB Permit (if applicable). _____.
8. Completed W-9 form. _____