

2019 Edinboro Façade Grant Program Guidelines

BEFORE submitting your application, you must contact the Borough of Edinboro and schedule a pre-application meeting. Please be prepared with design and budget details of your project.

The first round of grant applications is due by Monday, July 1, 2019 at 3PM. Applications will be approved on a rolling basis, so it is advisable to apply as early as possible. Please submit applications by mail or in person to:

Borough of Edinboro
Attn: Kevin Opple
Façade Grant Application
124 Meadville Street
Edinboro, PA 16412

This is a competitive grant process. The Borough of Edinboro is expecting the grants funds to be in high demand among Downtown building/business owners. Please be prompt and accurate in your submission of your application.

Eligible Applicants:

Any business owning property in to include all businesses along Erie Street and Meadville Streets between Plum St (SR 6N) on one end and the Borough Hall on the other is eligible to apply. Businesses that are immediately adjacent (within 100 ft) to the Erie and Meadville Streets target area, may be eligible, but preference will be given to facades bordering Erie and Meadville. If you are a merchant located in the defined area, but do not own the property from which you operate, you may still be eligible with the building owner's consent.

For larger buildings where more than one storefront exists within the same façade, each storefront may be eligible for Façade 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. The sides of buildings are also eligible for grants if they are visible from Erie or Meadville Streets. If business owner applies for a grant to improve their façade/side, and the improvement is confined to only the ground floor, the building owner (if different) may apply for a separate grant for improvement of the second floor, as long as they are complementary and not overlapping (e.g. The storefront renovates their front windows, and the building owner applies to clean or repaint the upper floor).

Projects must achieve visible results that enhance Edinboro's downtown image, marketability, and economic vitality. Eligible projects can include roofs IF they are visible from the street. Design Grants have the following specific objectives:

1. Assist with the preservation of historic commercial buildings and assure that such buildings are rehabilitated in a sensitive and appropriate manner.

2. Bring substandard exterior building conditions into compliance with basic health, safety, and building codes and enhance the visual appeal of downtown businesses.
3. Reduce or eliminate vacancies in the core of Edinboro's downtown and promote the adaptive reuse of commercial buildings.

Grant applicants are encouraged, but not required, to use the services of design professionals. Documentation for applications can include product brochures, architectural drawings, contractor proposals, etc. The Façade Grant Design Committee facilitates compliance with the required design standards by providing technical or design assistance to Grant applicants.

Questions to be asked when considering a façade grant application are the following:

1. What changes, if any, are needed on the upper stories to improve the building's appearance and integrity?
2. How do storefront improvements relate to the original upper stories of the building?
3. How can storefront improvements enhance the overall visual impact of the building?
4. How does the building relate to other structures in the vicinity, particularly those that flank the subject building?

Terms of the Grant Award:

The Borough of Edinboro through the recommendation of a volunteer Façade Grant Design Committee will award Façade Grants to eligible applicants who meet all criteria and provide all necessary information in the appropriate manner. The award will be granted on a 50-50 matching basis. The applicant will provide 50% of the amount and ECGRA will match 50% (up to \$5,000).

If the budgeted amount for 2019 has not been expended by the due of July 1, 2019, a second round of applications may be conducted that would also include the reverse side of buildings. If there still are not sufficient applications to reach ECGRA's \$15,000 grant, each applicant's share amount **MAY** be increased, or the money may be reallocated for future years business renovations, or to other downtown revitalization projects. Grants are made on a cost reimbursement basis, following a process of application, design review and approval, final inspection, and construction.

Receipt of grant award is contingent upon submittal of approved construction cost invoices from registered contractors or tradesmen and compliance with Borough of Edinboro codes and ordinances applicable to the project. Project work may not commence until the building/business owner receives a written notice from the Borough of Edinboro indicating that the project may proceed under the Façade Grant program.

When the work is complete and reviewed by the Borough of Edinboro and the Façade Grant Design Committee, funds will be released to the building/business owner. All work must be completed upon a mutually agreed timetable, a schedule which may be extended by mutual agreement to accommodate reasonable delays and extraordinary circumstances.

Façade Grant Program - Eligible Projects:

The total reimbursement per applicant will not exceed 50% of the total project cost up to the applicable maximum grant amounts described herein. Grant funds cannot be used to pay for work currently in progress or already completed.

Eligible projects include the following:

FAÇADE GRANT TREATMENT

1. **Architectural Elements/Windows/Doors** - Funds are available for painting, rehabilitation, reglazing 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 be available to replace existing windows, doors, window boxes, exterior lighting elements, and exterior shutters if they retain the character of 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 if they are visible from the street. 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 Edinboro Downtown.

3. **Awnings and Signs** - Funds may also be used to purchase new awnings for entrances as long as they retain the character of the building to which they are attached. In the same manner, funds may be used for purchase of new signs if they retain the character of the building they are attached and fit the design guidelines of the committee. Lighting fixtures that directly illuminate a sign or provide area lighting under awnings are also eligible for assistance.

4. **Americans with Disability Act Access** - Funds may be used to provide new or improved access for persons under the Americans with Disabilities Act. Such projects may either be stand alone or in conjunction with other renovations. Projects funded for improved ADA access must fulfill all applicable ADA requirements and

permit and focus on the external access to the building. To better provide flexibility, grants for ADA projects may include access from the rear of the building.

Application, Selection & Reimbursement Process:

All Applicants are required to meet with the Borough staff and/or Façade Grant Design Committee to discuss their project prior to completing the application process. Applications will be accepted on a rolling basis.

Grants will be awarded based upon the level of improvement(s), the degree and/or accuracy of historic preservation and the impact the project will have on the downtown. The Façade Grant Design Committee and the Borough will review the grant application to assure that all needed material is provided, as well as supporting documentation.

1. After initial review the grant application is submitted to the Edinboro Façade Grant Design Committee to consider at their next scheduled meeting.
2. Applicants are required to meet all applicable codes and ordinances of the Borough of Edinboro relating to the project and to secure any necessary permit(s) from the Borough before work commences.
3. Reimbursement to the project applicant requires the following:
 - Adherence to the design plan and/or project as submitted, reviewed and approved by Edinboro Façade Grant Design Committee;
 - Pre-approval by the Façade Grant Design Committee of any changes of the work-in-progress;
 - Completion of the project upon the mutually agreed upon time table, as amended, upon mutual agreement, to accommodate reasonable delays and extraordinary circumstances.
 - Completion of final inspections by the Borough and the Façade Grant Design Committee.
 - Submission of canceled checks, credit card statements and/or other requested documents for verification of grant related expenses.
 - Submission of any other related documents that Borough requests in order to meet the reporting requirements of ECGRA.

Façade Grant Program Application Procedures

1. Meet with the Borough of Edinboro Staff
 - Provide a current photo of building.
 - Receive application.
 - Discuss intended plans with Borough Staff and/or Façade Grant Design Committee.
 - Understand your property's historic architecture.
 - Create a sketch of the work to be accomplished.
2. Complete application
 - Secure architect or design assistance, if required.
 - Submit estimate for work to be completed.
 - Complete and sign all sections of the application.
 - Return application to the Borough by July 1, 2019.
3. Grant approval
 - Edinboro Façade Grant Design Committee will review application.
 - The Façade Grant Design Committee will either approve for grant funding or refer questions or concerns to the building/business owner.
 - If approved, the recommendation will be submitted to the Borough of Edinboro.
4. Execution of Project
 - PLEASE NOTE: WORK CAN NOT BEGIN UNTIL YOU RECEIVE A WRITTEN NOTICE FROM THE BOROUGH OF EDINBORO INDICATING THAT THE PROJECT MAY PROCEED UNDER THE FAÇADE GRANT PROGRAM.
 - Follow Secretary of Interiors Standards for Rehabilitation (<https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>). A copy of this is included in the application packet. If questions arise, refer them to the Borough.
 - Meetings may include Borough of Edinboro Building Code Official if nature of the work involves code compliance.
5. Project Completion
 - Once project is completed, provide a full color "after" photo, documentation that contractor(s) have been paid in full to the Borough of Edinboro.
 - Within thirty (30) days of receiving copies, the Borough of Edinboro will reimburse the building/business owner in accordance with the terms of the grant.
 - Follow Secretary of Interiors Standards for Rehabilitation (<https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>) to be eligible for reimbursement.