

FACADE GRANT APPLICATION



FACADE REIMBURSEMENT GRANT OVERVIEW

The Erie Downtown Partnership continues to invest in the business community through making facade improvement reimbursement grant opportunities available to Erie Downtown Partnership members.

This grant is specifically for assessed commercial property owners and businesses located within the designated Downtown Improvement District, which incorporates the area from the Bayfront to 14th Street, and from west Holland to east Sassafras Streets.

Grants are available on a rolling basis until all the funds are allocated. Grants are to offset up to 50% of the cost of improvements to the exterior facade of a building where the main entrance exists.

Grants are available to eligible property owners and businesses in amounts up to \$10,000 or one-half of the total project cost, whichever is less. A minimum 1:1 financial match is required. **Proof of completion and payment must be submitted to the Erie Downtown Partnership BEFORE your reimbursement can be made.**

This is a highly competitive grant, and projects are approved based on the following criteria to maximize transformative investments:

- Availability of grant funds
- Level of transformational improvements
- Synergy with other investments in the area
- Level of transformational impact on the downtown
- Assists with the preservation of historic commercial buildings
- Degree and/or accuracy of historic preservation
- Brings substandard exterior building conditions into compliance
- Reduces or eliminates vacancies in the downtown core
- Promotes the adaptive reuse of commercial buildings

Before you submit an application, it is advised that you first meet with the Erie Downtown Partnership to review your facade project to ensure it is eligible and that funds are currently available.

CONTACT: Emily Fetcko (814) 455-3743 emily.fetcko@eriedowntown.com

SUBMISSION REQUIREMENTS

Your application shall include this form and all of the required documents or submissions identified in this document.

1. **Design Plans:** Provide a narrative description of the need for your facade improvement project, of the project itself, and if any other improvements will be done to the building or property. All work must be completed in accordance with grant guidelines and the Secretary of Interior's Standards for Rehabilitation.¹ Please include the following:
 - a. Rendering/set of plans and/or drawings of the proposed project.
 - b. Paint color samples and finishing material samples, if appropriate.
 - c. Current color photos of the property to be improved.
 - d. Proposed timeline for completion.

Before submitting, please confirm the following:

- Yes, I have included the above items where applicable.
- I acknowledge that all work must be completed in accordance with grant guidelines and the Secretary of Interior's Standards for Rehabilitation.

2. **Estimates/Funding Sources:** Identify the total cost of the facade improvement project. Submit appropriate written proposals/estimates from contractors and/or material suppliers supporting the cost. Confirm availability and source of the required match and/or additional project funding. If the match and/or additional project funding is to be received from a separate entity, such as a bank or other granting agency, submit a commitment letter(s) from the funding source.

Before submitting, please confirm the following:

- Yes, I have included the cost proposals/estimates and funding commitment letters.

¹ http://www.nps.gov/hps/tps/standguide/rehab/rehab_standards.htm

3. **Benefit to the Community:** Submit a letter explaining how the improvements benefit any existing tenants or how they will assist in the attraction of new tenants or businesses. Submit the Reinvestment portion of this application.
- a. Current vacancy or occupancy status.
 - b. If occupied, describe the type of tenant (retail, restaurant, professional services).
 - c. If occupied, how long has the tenant(s) been at this location.
 - d. If vacant, describe your timeline for finding a quality tenant.
 - e. If vacant, state if you would like assistance finding a tenant.
 - f. If vacant, describe your intended cost per square foot for a tenant.
 - g. If vacant, describe how you will accommodate a quality tenant's needs for interior improvements or updates.
 - h. If vacant, how long has the location been vacant.

Before submitting, please confirm the following:

- Yes, I have included the above items and submitted a complete Reinvestment portion of this application.

ABOUT THE APPLICANT

Applicant Business Name:

_____ TIN/EIN: _____

Applicant Primary Contact Person:

Phone: _____ Email: _____

Property Owner Name (legal name):

_____ TIN/EIN: _____

Property Owner Contact Person:

Phone: _____ Email: _____

Property Address: _____

The total facade project cost is: \$ _____

The total reimbursement grant amount you are requesting is:

\$ _____ (amount must be no more than half of your total facade project cost)

Confirm that you have secured the required 1:1 match contribution toward this project: *Commitment letter(s) from matching sources such as banks or other granting sources shall be included with your application.*

- Yes
- No

The source of my match is (check all that apply and list):

- Local Funds (*Grants, Local Funds, County Funds*): _____
- State Funds (*DCED Grants, Anchor Building*): _____
- Federal Funds (*Local CDBG*): _____
- Private Sector (*Personal Equity, Financial Institution*): _____

Attach a written description of any delinquent local taxes or fees that either you or the business or property to be benefitted by this reimbursement grant owe to the Erie Downtown Partnership, City of Erie, the City of Erie School District or the County of Erie. If delinquencies do exist, identify whether a payment plan approved by the appropriate authorities exists and if you are current on the payment plan. If no delinquencies exist, indicate as such below.

- No delinquencies exist.
- Delinquencies do exist. Please describe.

How did you learn about this facade reimbursement grant?
Check all that apply:

- | | |
|--|---|
| <input type="radio"/> Press conference | <input type="radio"/> City of Erie Staff Member |
| <input type="radio"/> www.eriedowntown.com | <input type="radio"/> Other: _____ |
| <input type="radio"/> Social Media | _____ |
| <input type="radio"/> News Media | _____ |
| <input type="radio"/> EDP Staff Member | |

AGREEMENT

I have read and understand the terms of the Erie Downtown Partnership's Facade Improvement Reimbursement Grant Program Guidelines, and I agree to the specific terms thereof if this application is approved.

I confirm that my property assessments to the Erie Downtown Partnership are current and that I am not delinquent with any municipal, school district or county tax payments or fees (may be subject to verification).

I understand that this project is approved for grant **reimbursement** for the facade improvement project as described in the approved design plans that are attached to this application and which shall be considered a part of this agreement. I agree to not change such approved design plans without the written approval of the Erie Downtown Partnership.

I understand any grant money awarded cannot be applied to any streetscape design, repairs or improvements. I understand that my project may be subject to the Pennsylvania Prevailing Wage Act and that it is my sole obligation to ensure compliance with the Act.

I understand the work must be completed within six months of the approval date of this application, unless otherwise agreed to by both parties.

I understand that any change to the work in progress must be first approved by the Erie Downtown Partnership.

I understand that failure to comply with this agreement may jeopardize receipt of grant funds.

Property Owner _____ Date _____

Applicant _____ Date _____

REINVESTMENT

Attach a narrative description of how the facade improvements benefit existing tenants or how they will assist in the attraction of new tenants or businesses and submit with your application a completed Reinvestment form.

Is this property:

- Mixed Use
- Only Commercial
- Only Residential

Is this property listed on the National Register of Historic Places?

- Yes
- No

Is this property currently vacant?

- Yes
- No

If the property is currently vacant, how many business tenants are you pursuing?

By what date do you anticipate having the property occupied by a business tenant?

Month/Day/Year

How long has the property been vacant? _____
Month/Day/Year

Please describe the barriers you have faced in gaining a tenant and having full occupancy at this location:

If not vacant, how many tenants or businesses exist at this location? _____

How many businesses will be retained as a result of this improvement? _____

Please list the names of all current businesses at this location:

How many jobs will be maintained at this location? _____

How many jobs will be created at this location? _____

What is the current cost per square foot to lease the space? \$_____

What will the cost per square foot to lease the space be after the improvement is made?

\$_____

Is this facade improvement part of a larger renovation project (interior, etc.)?

- Yes
- No

If yes, what is the total amount of investment you are making in this property?

\$_____

If yes, when is the total renovation expected to be complete? _____
Month/Day/Year

ADDITIONAL ASSISTANCE

There are other services that the Erie Downtown Partnership may be able to provide to you or your business tenants. Please select any services that you would like more information on:

- Business Tenant Retention and Attraction
- Downtown Business Directory and Map Listing
- Ribbon Cutting and Publicity
- Downtown Gift Certificate Participant
- Downtown Event Engagement and Cross-Promotion
- Graffiti Removal
- Snow Removal
- Litter Removal
- Advocacy
- Resources and Connections