

City of Scranton
Office of Economic and Community
Development



Façade Grant Program

Christopher A. Doherty
Mayor

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City of Scranton
Office of Economic and Community Development
Facade Grant Program

Purpose

The City of Scranton through the Office of Economic and Community Development seeks to improve the image of businesses and provide financial assistance for Façade improvements to commercial or service buildings within the City of Scranton.

Eligibility

Any property owner of commercial or service oriented space within the City of Scranton is eligible to apply for a Façade Grant Program. The building must be in compliance with all local zoning codes and ordinances; non-conforming uses of any kind will not be eligible. All property taxes (City, School and County) must be paid in full. Please provide documentation that all property taxes are paid in full. Additional information may be requested.

Ineligible Projects

The Façade Grant Program will not provide funds for working capital, debt refinancing, equipment/inventory acquisition, application fees, permit fees, legal fees, plumbing repair/improvements, HVAC repair/improvements, parking lot resurfacing, or interior remodeling.

Guidelines

The Façade Grant Program can only be used to finance exterior physical improvements. This grant may not be used for general maintenance work. All projects must be shovel ready with all other funding in place at the time of approval. The Façade Grant will equal 50% of the actual cost of the eligible improvements up to a maximum of \$20,000.00, whichever is less. Owner will be responsible for the additional funding. The applicant must show all the funding is in place before the project begins. After the final inspection the Office of Economic and Community Development will reimburse the owner for the eligible improvements up to a maximum of \$20,000.00.

The applicant will be responsible for securing all bids for all work to be completed under this grant. A minimum of three quotes will be required and submitted to this office for the work to be completed. All construction projects that are valued in excess of \$2,000.00 will generate the Davis Bacon Wage Act for the complete project. The Office

of Economic and Community Development will provide the current wage rates prior to securing bids for the project.

All contractors hired must be licensed with the City of Scranton; insurance coverage in the type and amount deemed necessary by the City of Scranton must be provided to the Office of Economic and Community Development. Also, contractors selected must comply with all Federal Requirements and Guidelines that pertain to this project.

All work must be completed within 90 days from approval date of application. All projects that are not completed within the 90 days of the approval date may lose approved funding. The program does not reimburse for any work performed prior to application approval and contract signing.

Environmental Requirements/Historical Preservation

The Office of Economic and Community Development must assess each project selected to determine if the project is exempt from environmental laws and if the property is historic. The environmental requirements can be found in 24 CFR Part 58. This will be determined after receiving the description of the project, location of property

Application Process and Requirements

Every applicant must complete the attached application with a brief description of the type of work proposed, include sketches of the work if available, along with photos of the current facade and cost estimation and projected date of completion. All Façade Grant applications will be reviewed on a first come first serve basis and determined upon by representatives from the Office of Economic and Community Development. The Office of Economic and Community Development has the right to reject any and all applications.

Major factors to be considered in the selection of projects will be the location of the property, the quality of the proposed project, the visual impact of the project on the street and in the community, and the ratio of private investment to public investment. Any deviation from the approved plans must be approved by the Office of Economic and Community Development. The Office of Economic and Community Development cannot pay for any work that has been completed prior to execution of facade improvement agreement.

Disbursement of Grant

Upon completion of the project and issuance of final building permit approval (if required), the Office of Economic and Community Development will award the applicable funds. No partial payments will be dispersed. The Office of Economic and Community Development reserves the right to deny payments if completed work is inconsistent with the contents of the original application or approved amendments.

Upon completion, copies of paid invoices and cancelled check (both sides) must be sent to the Office of Economic and Community Development. The work will be inspected and statements will be reviewed. Work must be done in accordance with the signed sub-recipient agreement for reimbursement to occur.

If you have any questions pertaining to this application please feel free to contact Leo D'Angelo, Director of Community & Planning, Office of Economic and Community Development at 570-348-4216 ext. 114

FAÇADE GRANT PROGRAM APPLICATION

Please return completed signed application with attachments to OECD office, 538 Spruce Street, Suite 812, Scranton, PA 18503 by September 14, 2010 at 4:30 P.M.

Business Owner's/Applicant's Name: _____

Home Address: _____

Contact Phone: _____ Email Address: _____

Fax #: _____

Business Name: _____

Business Address: _____

Type of Business: _____

Type of Work to be completed: (Check all that apply)

Outside painting _____

Tuck Pointing _____

Masonry Cleaning/Paint Removal _____

Shutters/Awning/Canopy _____

Uncovering/Replacing Windows _____

Wall Façade Repair and Treatment _____

Front Stairs, Porches, Railings _____

Exterior Lighting _____

Front Windows and Front Exterior Doors _____

Other (Explain) _____

The application form is included in this document. The required attachments include:

1. Completed Budget Worksheet
2. A current photo of the building's facade.
3. A drawing showing what the facade will look like after the proposed improvements are made.
4. Proof of payment for all applicable property taxes
5. Proof of ownership including Pin Number of Property

Details of Improvements for Façade Grant and cost estimates:

(Use additional paper if necessary)

Total Cost of Project:

Amount Requested:

CITY OF SCRANTON – OECD

I, the undersigned, request and authorize acceptance of this Façade Grant Program Application for review, consideration and verification purposes to the City of Scranton, Office of Economic and Community Development (OECD). I hereby certify that the information contained herein and the attachments hereto are accurate and complete. I attest that all property taxes (City and County) have been paid as required.

The information contained herein is intended for the review and consideration of The City of Scranton, Office of Economic and Community Development (OECD) in compiling documentation related to this grant request.

I recognize that we are seeking a grant from a governmental agency which administers federal funds and in consideration of representatives from OECD reviewing this application, I hereby expressly release, waive and discharge the City of Scranton, the Office of Economic and Community Development, its officers and employees from any and all claims arising out of or related to this grant application which may or may not be granted to me, as well as any subsequent dealings I may have with the City of Scranton and/or OECD with respect to any consultation and technical assistance which might be provided. I understand that, without this release, the City of Scranton or OECD will not consider my application for funding.

A photographic or carbon copy of this authorization (being a photographic or carbon copy of the signature (s) of the undersigned), may be deemed to be the equivalent of the original and may be used as a duplicate original.

Applicant's Signature

Date

Applicant's Signature

Date

