



# FACADE IMPROVEMENT GRANT PROGRAM

## APPLICATION

### PROJECT INFORMATION:

Applicant Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Downtown Business(s) to be effected by this project: \_\_\_\_\_

### CONTACT INFORMATION:

Contact Name: \_\_\_\_\_ Day phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-Mail Addr: \_\_\_\_\_

Is the applicant the owner of the site to be improved? Yes \_\_\_ No \_\_\_ (attach Property Release Form)

Briefly describe the Façade Improvement project:

Expected start date of construction: \_\_\_\_\_

Expected completion date (*no later than 60 days from start date*): \_\_\_\_\_

Estimated Total Project Costs: \_\_\_\_\_

### **Grant Request:**

**(1/2 total cost or up to \$5,000 maximum, whichever is lower)**

I hereby acknowledge that I understand and accept the Terms and Conditions of the Facade Improvement Grant (FIG) Program. This signature indicates my intent to meet the specified Terms and Conditions if this application is approved. I further understand that, upon grant approval, this project will be approved for payment only in strict accordance with DEI-approved Facade Design Guidelines and the Terms and Conditions thereof, which are hereby made part of this agreement.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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(For Office Use Only)

Date of Design Review Committee Approval \_\_\_\_\_

# FACADE IMPROVEMENT GRANT PROGRAM

## STATEMENT OF TERMS AND CONDITIONS

### PROGRAM DESCRIPTION

Downtown Ephrata, Inc. (DEI) provides 50/50 matching grants, up to \$5,000, for design improvements to commercial properties within the Main Street area (see attached map). Grants will be made in accordance with design criteria established by DEI. Applications are available from the DEI office located at Ephrata Borough Hall, 124 South State Street. This program is made possible by grants from the Pennsylvania Department of Community and Economic Development specifically for facade improvements.

### SELECTION CRITERIA

1. Eligible applicant.
2. Project location in “Main Street” area (per PA Dept of Community & Economic Development approval).
3. Project site a qualifying structure.
4. Eligible activities
5. Conformance to DEI design standards and guidelines (aka “Façade Improvement Guidelines”)
6. Reasonable and verifiable cost estimates of eligible activities.

NB: Within the above framework of criteria, grants will be issued on a first-come, first-served basis.

NB: As a general rule, this Program will allow one grant per property. However, as this grant money is tied to a State contract with a start date and an expiration date, the Review Committee will consider an additional grant for the same property if funding under that contract remains uncommitted within six (6) months of the its expiration date. In such cases, the additional request must be for a separate project, not a further reimbursement of the first request.

### ELIGIBLE APPLICANTS

Any person(s) or entity that owns or leases commercial property in the Main Street area is eligible to apply. Grants are made only in connection with a qualifying structure and for eligible activities that conform to DEI design standards.

### PROJECT LOCATION

The project site must be located in the designated “Main Street” area. The description of this area appears below. Also, a map of the designated area can be obtained by calling the DEI office (738-5060).

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129 East Main to 208 West Main, on south side  
130 East Main to 117 West Main, on north side  
Washington Ave, from East Main to East Locust  
27 North State to 102 South State, on east side

18 N. State to 29 S. State, on west side  
10, 14, 33, 37 North Church  
24-28 South Church  
31 East Franklin

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## QUALIFYING STRUCTURES

Qualifying commercial properties include single-purpose retail and office buildings, and mixed-use buildings containing combinations of retail, office and residential apartments. Structures that are wholly residential shall **not** qualify.

## ELIGIBLE ACTIVITIES

Eligible activities may involve the major maintenance, repair, general rehabilitation, and restoration of commercial storefronts and upper story facades. It may also include the removal and replacement of commercial signs and awnings.

Specifically, eligible activities include the following types:

1. BRICK AND STONE MASONRY  
Structural repairs, cleaning, repointing, and painting
2. ARCHITECTURAL METALS  
Repair, cleaning, refinishing, painting, duplication, and restoration of exterior building components, e.g., cast iron, pressed tin
3. DOORS AND UPPER WINDOWS  
Maintenance, repairs, replacement, and restoration of window sashes, exterior doors, and installation of storm windows in conjunction with other significant façade improvements
4. EXTERIOR WOODWORK  
Maintenance, repair, rehabilitation and restoration of sills, window and door frames, bulkheads, storefront and roof cornices, window hoods, and decorative molding
5. STOREFRONTS  
Removal of inappropriate coverings and additions, maintenance, repair, rehabilitation, restoration of display and transom windows, and lighting
6. SIGNAGE  
Maintenance, repair, removal, and/or replacement; lighting. (Note: The Review Committee reserves the right to recommend alternative styles, colors, etc., and to approval/deny signs that they feel to do not complement the style of the building or the aesthetics of the downtown streetscape.)
7. PAINTING  
Surface preparation, cleaning and painting
8. AWNINGS  
Maintenance, installation, repair, or replacement of *fabric* awnings. Awnings to be replaced must show considerable wear, as determined by the Review Committee. (Note: The Review Committee reserves the right to recommend alternative styles, colors, etc., and to approval/deny awnings that they feel to do not complement the style of the building or the aesthetics of the streetscape.)
9. HANDICAPPED ACCESS PROJECTS  
Ramps, thresholds, entrances (only in conjunction with other design improvements)

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*Disclaimer.* DEI and its affiliates (including the Design Review Committee and the Executive Director of DEI) disclaim any responsibility for ensuring that improvements undertaken through its Facade Improvement Grant (FIG) Program comply with the requirements of ADA. Owners should seek their own legal-architectural-engineering advice concerning ADA compliance. Receipt of approval of a grant in no way constitutes approval of ADA or any other (including state or local) requirements. Further, we do not accept any responsibility for any errors in improvements or omissions concerning construction, engineering, architectural matters or the like.

Projects NOT eligible under this funding include the following:

1. Interior work.
2. Removal of architectural details.
3. Covering of stable architectural details.
4. Internally-lighted signs.
5. Non-fabric awnings.
6. Landscaping.
7. Sidewalks.
8. Energy conservation measures.
9. Design specs of the architectural facade, storefront, site, or signage.
10. Facades that do NOT face a main artery (Main, State, Church, Washington, or Franklin)

### DESIGN GUIDELINES

To facilitate applicant compliance with design standards, DEI has adopted general guidelines pertaining to the preservation, maintenance, repair, or replacement of building components, such as masonry, wood, architectural metals, windows, entrances and storefronts. The basis for these guidelines were adopted from the Secretary of the Interior's Standards for Rehabilitation. The DEI Review Committee will review and comment on all submitted projects in terms of these design standards and guidelines.

### TERMS OR REIMBURSEMENT

The objective of the DEI design grant program is to encourage and facilitate appropriate design improvements to, and in conjunction with, commercial properties, taking into consideration the historic, architectural and site character of subject properties.

Grants are awarded only for completed projects that have been carried out in conformance with DEI's approved design plan. (Funds will not be disbursed until work is completed). To be eligible for grant funding, projects must receive DEI's authorization prior to the start of project activities.

Projects must be completed within 60 days from the date of Review Committee approval. (In certain extenuating situations, the Review Committee may consider extending that deadline, if the request is submitted at the time of application, or immediately upon the occurrence of extenuating circumstance).

DEI shall disburse authorized grant funds on the 2<sup>nd</sup> Wednesday of each month, as needed. Project completion shall be considered coincident with completion of authorized activities, as evidenced by the applicant's submission of paid receipts to DEI. The specific amount of the final grant award shall be determined from examination of paid project receipts from bona fide contractors or trades people.

Property Owner Consent Form

DEI Facade Program Applicant: \_\_\_\_\_

Property Address: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Est) Project Start Date: \_\_\_\_\_

I, \_\_\_\_\_, as owner of the above property, do give my consent for this project to occur, holding Downtown Ephrata, Inc. (DEI), and its agents, harmless of any and all liability that may arise from the implementation of this project or the DEI Facade Grant Program.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(date)