



**Allegheny County  
Economic Development**  
425 Sixth Street, Suite 800  
Pittsburgh, PA 15219  
412.350.1018

## **Allegheny Restores Façade Program Guidelines**

### **Purpose**

The Redevelopment Authority of Allegheny County (RAAC) is offering assistance to business owners and building owners who wish to make physical improvements to their building's exterior through the Allegheny Restores façade improvement program.

### **Funding Parameters**

Business or property owners are eligible for funding of 50% of total project costs, up to a maximum of \$12,500. Total project costs must not exceed \$25,000. Funds will be awarded in the form of a grant reimbursed to the property owner after all work has been completed and paid for in full. Financing to complete the project in full must be secured prior to application. Check with your local Business District Advisory Committee for financing opportunities through local banks that may exist in your community.

### **Eligible Applicants**

The following criteria will be used to determine whether an applicant is eligible for a façade renovation grant.

1. **LOCATION:** Businesses must be located in an Allegheny Together community that is in year two or beyond of the program. Projects located within the core business district boundary will be given priority. See attached maps to determine eligible communities and priority areas.
2. **TYPE OF BUSINESS:** Eligible businesses include commercial establishments with street-level storefront entrances. Priority will be given to structures fifty years old or older.
3. **OCCUPANCY:** Unoccupied buildings are eligible, but buildings currently occupied by eligible businesses will be given priority. Owner occupancy is not required; however approval of tenant-initiated projects is contingent on the property owner's agreement to adhere to program requirements. See point 5 under additional documentation.

### **Eligible Activities**

Improvements to the façade (exterior) of an existing building.

1. Examples include but are not limited to:
  - a. Re-pointing and cleaning brick
  - b. Painting walls and trim
  - c. Repairing or replacing woodwork or other decorative architectural elements
  - d. Installing canvas awnings
  - e. Fabrication and installation of signage
  - f. Installation of exterior lighting
  - g. Restoring or rehabilitating an existing storefront or installing a new storefront system
  - h. Removing incompatible or historically inappropriate exterior finishes
  - i. Replacing or repairing windows and doors
2. Construction of the façade of a new building where the design of the façade is compatible with existing architecture in the business district.
3. Roof repair or interior renovation is not eligible for this program.

## Conditions of Funding

Grants are offered with the following conditions, which shall be binding for a maximum of five years:

1. Façade improvements must comply with established design guidelines (see [www.alleghenytogether.com](http://www.alleghenytogether.com)). In order to obtain a full copy of the local design guidelines please contact the local Business District Advisory Committee Design Chair. RAAC staff will review all façade designs to ensure that they are consistent with the approved design standards. RAAC has the sole and final say in determining if a scope item is appropriate and eligible for funding.
2. Any use of funds must comply with Federal, State and local regulations concerning historic properties and environmental review.
3. Program participants must be able to show proof upon request that property and income taxes are paid in full.
4. A project will be in default if:
  - a) The façade is not properly maintained. This includes but is not limited to peeling paint, broken window(s), torn or removed awning, unauthorized signage, etc.
  - b) The property owner makes unauthorized changes to the façade during the five-year monitoring period. The property owner must get approval from RAAC prior to any changes taking place on the façade.
5. In the event of default, RAAC will notify the property owner in writing, allowing a 60-day period in which to repair or rectify the defaulted items. If the problem is not corrected, RAAC will require the property owner to repay the grant in full with interest (prime rate plus 3%), and any fees associated with recovering the grant funds.
6. Property owners are responsible for obtaining all permits and approvals.
7. Three bids for work must be obtained one (1) bid of which must be solicited from a MWDBE Contractor
8. Work should be awarded to the lowest responsible bidder. Reason for another selection must be given and approved by RAAC.
9. There is a limited pool of funds available. Filing an application for funds does not guarantee a grant award.
10. RAAC will NOT fund started or completed work. If a project sponsor begins work on his/her project prior to receipt of an official notice of approval, RAAC is in no way obligated to approve the application, and the project sponsor will be liable for the full cost of the improvement(s).

## Waiver of Provisions

The Board of Directors of RAAC may waive certain provisions of these guidelines based on a determination of the private and public benefits of the project.

## Notification

RAAC reserves the right to:

1. Notify community-based organizations of applications received from businesses in their neighborhoods.
2. Announce all grant commitments publicly.
3. Use descriptions and photographs of completed projects for publicity purposes.
4. Change guidelines and procedure as deemed necessary.

## Allegheny Restores Process

Due to the volume of applications and time sensitivity of the projects, the program will attempt to adhere strictly to the following steps and deadlines. If deadlines cannot be met by the applicant, the project will be terminated and the applicant will be encouraged to reapply in the next funding cycle.

- Step 1:** Business or property owner submits Allegheny Restores application to RAAC along with a personal or business check for \$20.00 for an application fee. The voided check will be returned if the project is not approved. The applicant is encouraged to contact RAAC staff if they have any questions regarding the program or their project prior to submitting an application. Applications are due March 11, 2011 at 4pm. Late applications will not be reviewed.
- Step 2:** RAAC reviews applications and approves or denies the initial proposal. RAAC will confirm with local officials that all taxes are paid and there are no liens on the property, and may invoke a local review process through the municipality. Letters to applicants approving or denying projects will be mailed on March 25, 2011.
- Step 3:** Approved applicants will meet with representatives of Pittsburgh History and Landmarks Foundation (PHLF) to talk about the scope of the project. From that conversation the following documents will be produced:
- a. Scope of work
  - b. Recommended materials as they pertain to the scope items
  - c. Architectural rendering – a visual, conceptual depiction of the final result of the proposed design
  - d. List of Certified Minority, Woman or Disadvantaged Business Enterprises (MWDBE) from which to solicit one of three bids.
- These documents will aid the applicant in soliciting bids from contractors and will be provided no later than May 13, 2011.
- Step 4:** Approved applicant will solicit three bids from qualified contractors that are fully licensed and bonded. At least one of these 3 bids must come from a certified MWDBE. Lists of MWDBE Certified contractors will be distributed during your consultation in Step 3. These bids must be submitted to RAAC no later than May 27, 2011.
- Step 5:** RAAC reviews the bids. If the selected bidder is approved by RAAC, a grant agreement will be signed by RAAC and the applicant. A grant agreement will be sent to the applicant no later than June 6, 2011. It is expected to be returned signed no later than June 13, 2011 and returned fully executed to applicant no later than June 20, 2011 with a notice to proceed.
- Step 6:** A contract is signed between applicant and the approved contractor.
- Step 7:** Construction starts on the project.
- Step 8:** Construction is completed. After final inspection by PHLF, applicant submits invoices and proof of payment to RAAC for payment. RAAC will not pay for any work completed before the contract is fully executed.



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**Allegheny Restores Application**

**Deadline:** The current round of applications will be due by **4pm on March 11, 2011.**

**Submission:** Please return 2 copies to the following address:  
Allegheny County Economic Development  
Attn: Joe Scullion  
425 Sixth Avenue, Suite 800  
Pittsburgh, PA 15219

**Business or Property Information (For Façade Improvements)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Lot & Block #: \_\_\_\_\_  
Phone No: \_\_\_\_\_  
Fax No: \_\_\_\_\_  
Email: \_\_\_\_\_  
Business Owner: \_\_\_\_\_  
Property Owner, if different: \_\_\_\_\_

**Applicant Information**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Lot & Block #: \_\_\_\_\_  
Phone No: \_\_\_\_\_  
Fax No: \_\_\_\_\_  
Email: \_\_\_\_\_  
  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Eligibility:**

	Yes	No
<i>LOCATION:</i> Is your business located within an Allegheny Together community?	<input type="checkbox"/>	<input type="checkbox"/>
Is your business located within the priority restoration area? (see attached map)	<input type="checkbox"/>	<input type="checkbox"/>

*TYPE:* What kind of business? Description of business:

- |  |  |
|--|--|
| <input type="checkbox"/> Retail                | <input type="checkbox"/> Business services                                   |
| <input type="checkbox"/> Grocery               | <input type="checkbox"/> Restaurant or bar                                   |
| <input type="checkbox"/> Professional services | <input type="checkbox"/> Government services                                 |
| <input type="checkbox"/> Personal services     | <input type="checkbox"/> Social services                                     |
| <input type="checkbox"/> Repair services       | <input type="checkbox"/> Wholesale   |
| <input type="checkbox"/> Other                 | <input type="checkbox"/> Vacant (please list future occupant, if known)_____ |

How long have you been in business? \_\_\_\_\_ years

How many employees do you have? \_\_\_\_\_ full time \_\_\_\_\_ part time

What year was the building built? \_\_\_\_\_

Please list dates of significant renovations or additions to the façade, if known:

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Description of the project:

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Preliminary Budget:

Line Item	Cost
TOTAL:	\$

**Additional Documentation**

Please include with application:

- 1) A personal or business check for \$20.00 made payable to the Redevelopment Authority of Allegheny County.
- 2) Color photos of all sides of the building facing the public street, including context of neighboring buildings
- 3) Historical photos of the building, if available
- 4) Most recent financial statement, letter from a bank stating approved line of credit, or bank statement for the business showing ability to pay for FULL cost of the project (RAAC will reimburse the property owner only after costs have been paid and the work inspected)
- 5) Proof of payment of all taxes (personal, business, school district, local, federal and county) for all properties owned (not just the one applied for here) by the individual and/or a company that you have greater than 19% ownership. See Attachment A "CERTIFICATION". Please sign and return the "CERTIFICATION" with the application.
- 6) A letter of agreement from the property owner, if different from the applicant
- 7) DO NOT include bids with the application. Review Allegheny Restores Application Process for more detail on process steps.

For questions or clarification regarding the program or application please contact:

Joe Scullion (412) 350-1060

**ATTACHMENT A**

**CERTIFICATION**

The undersigned (the "Undersigned") hereby certifies, represents, warrants, acknowledges and agrees to and with the Redevelopment Authority of Allegheny County ("RAAC"), in connection with and as part of the Undersigned's application for funding under the "Allegheny Restores" renovation grant program (the "Program"), that: (i) all property taxes (local, county and school district), assessments and governmental charges with respect to the real estate leased or owned by the Undersigned and located at \_\_\_\_\_, and with respect to all other real estate owned by the Undersigned and located within the Commonwealth of Pennsylvania (collectively, the "Property Charges"), (ii) all local, State and Federal taxes with respect to the Undersigned and any business in which the Undersigned holds at least a 19% ownership or membership interest, including, without limitation, income, excise, franchise, payroll, corporate, sales, use, capital stock, intangible property, employment, social security and unemployment insurance (collectively, the "Personal Taxes"), and (iii) all interest, late fees, collection charges and other sums and penalties which may have accumulated on any of the foregoing (collectively, the "Penalties") (the Property Charges, Personal Taxes and Penalties are hereinafter collectively referred to as the "Taxes"), which have been assessed for the current period and for all prior periods (other than Taxes which are not yet due and payable as of the date hereof), have been paid in full, and that there are no pending proceedings relating to, or claims asserted for, or any outstanding liabilities whatsoever for, any Taxes. The Undersigned acknowledges, agrees and understands that RAAC may, at any time during the Program application review process, demand evidence of payment of the Taxes from the Undersigned, and that the Undersigned's failure to provide such evidence in form and substance satisfactory to RAAC in its sole discretion, may result in the denial of the Undersigned's application for funding under the Program. The Undersigned further acknowledges, agrees and understands that any falsification of the representations, certifications and warranties contained herein may result in the revocation and required repayment of any grant funds awarded under the Program, in addition to any other penalties as may be set forth in any grant agreement executed by and between the Undersigned and RAAC with respect to the awarding of funds under the Program. **False statements made herein are also subject to the penalties of 18 Pa.C.S.A Section 4904 relating to unsworn falsification to authorities.**

ATTEST/WITNESS:

\_\_\_\_\_

By: \_\_\_\_\_

Name:

Title:

Dated: \_\_\_\_\_

ATTACHMENT B  
Priority Area Maps

