



**NEDC Community Investment
Partnership Program Facade Grant Application
For 2018 Approval and 2019+ NEDC Implementation**

Policies and Procedures
for Storefront and Façade Improvements

BOROUGH OF NAZARETH, PA

For additional program information or questions please contact:

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PROGRAM OVERVIEW

The Nazareth Economic Development Commission (NEDC) offers 1 to 1 matching reimbursement grants for façade improvements in the Borough of Nazareth, PA up to a maximum amount of \$10,000 per property, and a minimum of \$200.00. (per the NEDC Design Committee). Façade and Store Front Grants are intended to stimulate private investment in the preservation of historic downtown architecture and to foster image-making improvements to properties. Nazareth has seen an influx of new businesses in its' Downtown recently and needs to help update older businesses to keep up with the rapid growth the town is now experiencing with the new facades and investments in the Downtown.

Eligible Applicants

Any person(s) or other legal entity owning commercial or mixed-use property in the Borough of Nazareth's Project Area (see attached map defined herein) is eligible to apply. Special arrangements can be made for merchants who lease buildings. Priority will be given to commercial properties that contain storefronts. The selection of the NEDC Façade Grant recipients is based solely on project merit and not on financial need. Only external improvements are eligible. Projects will be evaluated in terms of quality, design compatibility, and level of visual impact.

All property owners must be current on their State, County, School District, and Local Municipal taxes in order to be eligible. If a property owner is delinquent on their taxes, tenants located within the property are also ineligible to receive a grant. The applicant must be current on all applicable municipal utility bills (i.e. Sewer and Water). Furthermore, property must be insured and proof of insurance must be provided in order to be eligible for this program.

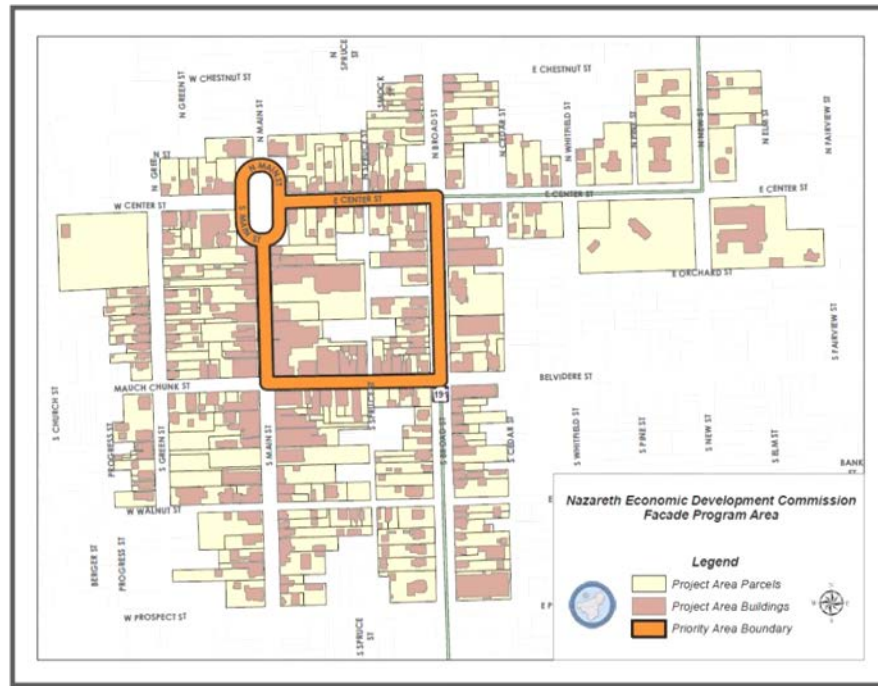
A property shall be defined as having its own unique mailing or street address. Each address is eligible for its own grant.

A single property owner can receive more than one Grant if he/she owns more than one property. If a property owner seeks and receives a Grant, a tenant in the same building can also receive a Grant as long as the total amount does not exceed the Grant maximum amount for the building (up to \$10,000). A tenant can apply for the full amount, with the consent of the property owner.

A single business that spans two or more properties is eligible for one grant.

If there is any money remaining after the initial allocation of the funding, funds will be awarded on a first come, first serve basis

PROJECT AREA – Downtown Nazareth



Project Area:

Main Street – South Main Street from the Circle down to Rt. 248 @ Easton Rd
Broad Street. (Rt. 248) – East Chestnut & Broad St down to Rt. 248 @ Easton rd.
Belvidere St – From 191 @ Broad St down to Mauch Chunk St. @ S.Green St.
Center St. – From Center St @ New Street to W.Center St @ S. Green St.

Target Area:

Main St. – S. Main Street from Center Circle to Walnut St.and potentially E.Prospect St.
Broad St – From E. Center to Walnut St.
Belvidere St. – From Main Street to Broad Street

Eligible Activities

Major maintenance, repair, rehabilitation, and restoration of commercial storefronts and facades are eligible activities. Projects must achieve visible results that enhance the Borough's image, marketability, and economic vitality. Projects will be evaluated in terms of quality, design compatibility, and level of visual impact.

Ineligible Activities

Sidewalks, landscaping, fences, retaining walls, site improvements, paving, parking lots, and sandblasting are not eligible activities.

DESIGN GUIDELINES

Where applicable, all work must conform to U.S. Department of the Interior's "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings," available upon request or at <http://www.cr.nps.gov/hps/tps/tax/rhb/stand.htm>

Generally, the following principals should guide an applicant in determining how to approach the design of a project. If there are questions or a need for clarification, please contact the NEDC.

CHARACTER – The **BOROUGH OF NAZARETH** enjoys a variety of architectural styles. It is the goal of this facade program to see that each building is presented in its most appealing form and the original character of the building is preserved and enhanced. A property should be used for its characteristic purpose, or be placed in a new use that requires reasonable changes to the defining properties of the exterior of the building and its site and environment.

PRESERVATION - Any existing or historical character of a property should be retained and preserved to the extent that it is feasible. The removal of historical materials or alterations of features and spaces that characterize a property should be avoided.

CHANGE – It is recognized that many properties have changed over time. Those changes that contribute to the significance of the Target Area's architectural character in their own right should be retained and preserved.

HISTORY – Each property should be recognized as a physical record of its time, place, and use. Changes that create an inaccurate sense of history or architectural elements from other buildings will not be favored.

DETAILS – Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property should be treated with respect.

REPAIRS – Features that have made a property unique and recognizable should be repaired when they have deteriorated, rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature should match the old in design, color, texture, and other visual qualities and, where possible, material. Replacement of missing features should be substantiated by documentary, physical, or pictorial evidence.

SURFACE CLEANING – Chemical or physical treatments, such as sandblasting, that cause damage to historic materials are not favored. The surface cleaning of structures, if appropriate, should be undertaken using the gentlest means possible.

ALTERATIONS – New additions, exterior alterations, or related new construction should not destroy any historic materials that characterize a property. The new work shall be compatible with the size, scale, and architectural features that protect the characteristic integrity of the property and its environment.

SIGNAGE – Signs play an important role in how a business is initially perceived. Not only are they a marketing tool, but they also set the appearance from a roadway. Signage should project an atmosphere that is welcoming and inviting to members of the community and visitors. Consistent signage adds to the character of the area in which it is placed, and should be considered to be a unifying factor in a town. Lighting should be external, using spotlights directed onto the sign. Neon signs will not be considered.

PROGRAM OBJECTIVES

The NEDC Community Partnership Program Investment Façade Grants are intended to stimulate private investment. The Program seeks to preserve and restore historic borough architecture and to foster image-making improvements to all properties regardless of their historic significance.

Projects must achieve visible results that enhance the borough image, marketability, and economic vitality. This NEDC Façade Grant has the following specific objectives:

1. Reduce or eliminate vacancies in the borough, and promote the adaptive reuse of commercial buildings;
2. Bring substandard building conditions into compliance with basic health, safety, and building codes and enhance the visual appeal of borough businesses;
3. Facilitate compliance with federal ADA access requirements; and
4. Assist with the preservation of historic commercial buildings and assure that such buildings are rehabilitated in an appropriate manner.

ELIGIBLE ACTIVITIES

A variety of property improvements, including major maintenance, repair, rehabilitation, and restoration of storefronts and facades are eligible activities. It is important to note that repairs and replacements will only be funded if they are historically and aesthetically-appropriate to Main Street and the historical style of the house. It is also important to note that activities not listed here but not explicitly prohibited may still be funded, but that decision is at the sole discretion of the NEDC Design Committee.

Typically, only historically- appropriate materials will be considered for the Façade Program. However, in rare and extraordinary circumstances (safety concerns, a property in extreme disrepair, etc), materials that would not otherwise be deemed acceptable for the program (such as aluminum siding) may be considered.

Eligible grant activities and materials include:

1. Brick and Stone Masonry – Structural repairs, cleaning, re-pointing, 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 Story 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, windows and doorframes, bulkheads, storefront and roof cornices, window hoods, and decorative moldings
5. Storefronts – Removal of inappropriate coverings and additions, maintenance, repair, rehabilitation, and restoration of display and transom windows and lighting
6. Signage – Maintenance, repair, removal, and replacement in connection with real property improvements
7. Painting – Surface preparation, cleaning, and painting
8. Awnings – Installation, repair, and maintenance of fabric awnings in connection with real property improvements.
9. Lighting – External lighting fixtures both for signage and building lighting
10. Routine Applicant Maintenance - the applicant may apply to do work him or herself but will only be reimbursed the cost of supplies. Labor will not be reimbursed unless the applicant is a qualified, licensed contractor. The applicant will be required to obtain two (2) estimates for the cost of supplies.
11. Shutters - Installation, repair, or replacement
12. Doors - Repair or replacement
13. Windows - Repair or replacement of any portion of the window that is visible from the street

14. Power Washing - Routine cleaning/washing is eligible under this program. Sandblasting or any other form of washing which may damage the original construction material of the property is not eligible.
15. Roofing - Roof work may be done only if the roof is clearly visible from the street
16. Gutters - Gutters & downspouts may be repaired or replaced through this program, provided any replacement is visible from the street
17. Stairs & Walkways - Repair or improvement; however, sidewalk repair is not allowed under this program

TERMS OF GRANT AWARD

NEDC Community Investment Partnership Program Grants are awarded on a 50-50 matching cost basis. Individual property owners and authorized tenants, lessees, etc. match the Grant dollar-for-dollar with private investment monies. The maximum NEDC Facade Grant that may be awarded is \$10,000 per application for projects costing \$20,000 or more. The minimum grant that may be awarded will require a \$250.00 match.

Grants are made on a cost reimbursement basis, following a process of application, design, review, approval, and construction. Receipt of grant awards is contingent upon submittal of construction cost invoices from bona fide contractors or tradesmen. The applicant must submit documentation to the NEDC Design Committee that substantiates the total and final cost of the work and documentation that substantiates the work is completed, in order to receive a rebate check.

All work must be completed within three (3) months from the Notice to Proceed; otherwise the grant will be forfeited. Applicants may request an extension in writing through the NEDC Design Committee.

Approved applicants will be required to enter into a Reimbursement Agreement with The Nazareth Economic Development Commission. The Reimbursement Agreement will be based upon the Scope of Work submitted as part of the Formal Application. Any and all Project Change Orders must be requested in writing to the NEDC Façade Design Committee who will make their recommendation to the NEDC Board to initiate approval of modification to any part of the executed Reimbursement Agreement.

Approval by the NEDC Design Committee must be obtained prior to conducting activities that in any way modify the agreed to scope or cost of said activities. Failure to obtain approval from the NEDC Design Committee before the commencement of work relieves the NEDC from any obligation to make any payments to the Approved Applicant.

The NEDC Design Committee have ultimate discretion for approving and distributing Façade Grant funds. At no time shall the NEDC Design Committee choose to deny releasing Facade Grant funds to an approved applicant who has otherwise met all the obligations of, and has completed all work per the signed Reimbursement Agreement. Any expenditure made by the Applicant which is not in accordance with the terms of the Reimbursement Agreement may be disapproved, and payment to the Applicant adjusted accordingly.

Payment will be made by the Nazareth Economic Development Commission based on recommended approval from the NEDC Design Committee once all required documentation has been submitted.

In the event that the approved project exceeds a total of \$25,000, the Pennsylvania Department of Labor and Industry enforce Prevailing Wage regulations. This is a requirement of the Department of Labor and Industry and must be made known to the contractor or contractors who are responsible for completion of the project. Failure to adhere to Prevailing Wage regulations could lead to Department of Labor and Industry sanctions against the contractor.

State and Local Regulations

All work must conform to local and state ordinances: permits from the Borough of Nazareth and/or permission from the property owner will be required in writing, if applicable.

1. Properties will be inspected in accordance with the Code of Ordinances for the Borough of Nazareth to establish the scope of work necessary to comply with the basic health, safety, and property maintenance requirements of the Pennsylvania Uniform Construction Code and The Property & Maintenance Code adapted by Nazareth. All rehabilitation work financed in connection with the NEDC Façade Grant Program must conform to the applicable requirements of Borough codes and regulations.
2. Any questions about Borough Codes and regulations should be referred to Dennis Huth, Zoning, Codes Enforcement Officer, Borough of Nazareth, **Tel: 610-759-8227**
3. Contractor must conform to Pennsylvania Department of Labor and Industry Prevailing Wage standards if the cost of the project exceeds \$25,000. For more information on those standards, visit http://www.dli.state.pa.us/landi/li_apps/requestPW.asp

Review and Approval

All NEDC Façade Grant applications and completed projects are subject to review by the NEDC Design Committee as a condition of the grant award. Any and all disputes will be resolved by the Nazareth Economic Development Commission.



The NEDC Design Committee will review applications and determine eligibility using the NEDC Community Investment Partnership Program Grant Policies and Procedures and the NEDC Façade Grant Evaluation System (attached hereto).

APPLICATION PROCEDURES

The NEDC Façade Grant Program is a “Scheduled Program,” meaning all applications will be due on a scheduled date in order to receive funding from the NEDC Façade Grant Program. If all grant funds are not allocated after the review of the Formal Applications, the application process will be reopened to eligible property and business owners on a “first-come, first-serve” basis until all funds have been allocated. The Program can be broken down into four phases that are designed to walk the applicant through the process step by step:

I. Program Outreach and Education

Understand how you can receive funding to improve your business and the vital role that investing in your property has on revitalizing your community, as well as how that investment can improve your business’ bottom line and increase your property’s value.

The major steps include:

- Review Guidelines and Procedures
- Receive and submit Notice of Intent to Apply Forms
 - **Notice of Intent to Apply Forms due by May 2019**

II. Design Your Project

After you receive 2-3 bids you will be ready to submit your Formal Application to the NEDC Design Committee for their evaluation. The major steps include the following:

- Obtain 2-3 bids
- Competitive Bid Requirements:

\$1-\$1,000	One documents quote or documented cost
\$1,001-\$6,000	Minimum three (3) quotes or documented costs
\$6,000-\$10,000	Minimum three (3) written quotes
\$10,001-\$24,999	Minimum three (3) written quotes, publicly advertised
\$25,000 or above	Request for Proposals (RFP) or Request for Qualification
- Submit application with scope of work, two bids, photo of existing building, and project narrative (summary of work to be done, impact on property/business, and any additional comments speaking to the value of this project)
- Complete Formal Application and submit to NEDC Design Committee by the advertised. (Date will be confirmed after all the Intent to Apply Forms have been submitted and reviewed).

The Design Committee will do the following once the application is complete:

- Review Formal Application
- Notify applicants in writing of the Committee decision to approve or deny the allocation of grant funds

III. Build Your Project

If approved, it will be up to the applicant to secure all necessary permits required for construction. Once all required permits have been obtained, the applicant must enter into a simple but formal Reimbursement Agreement with the Nazareth Economic Development Commission that states all work must be completed per the approved application. Copies of all obtained permits must be submitted to the NEDC Design Committee prior to the execution of the Reimbursement Agreement.

Upon execution of the Reimbursement Agreement, the applicant will receive final instructions and a written Notice to Proceed from the NEDC. **Work performed prior to receiving a written Notice to Proceed will not be eligible for reimbursement. Any unapproved deviations from the approved application will make the project ineligible for reimbursement.**

The applicant will have three months from the date of receiving the written Notice to Proceed to build the project. Applicants may request an extension through the NEDC Design Committee. **All Projects must be completed 3 months after approval.**

The major steps include:

- Applicant obtains all required permits and submits copies to the NEDC Design Committee
- Applicant Signs Reimbursement Agreement
- Applicant Receives Final Instructions and written Notice to Proceed
- Construct Project

IV. Reimbursement for your Project

After your project has been constructed it will be time to get reimbursed. In order to get paid after project completion the applicant must submit documentation to the NEDC Design Committee that substantiates the total and final cost of the work. The applicant must also provide documentation that substantiates the work is complete: this includes invoices from the contractor, verification that payment has been paid in full (cancelled check, credit card statement, or contractor's "paid in cash" receipt), and a current photo of the property. Upon receipt and review of the aforementioned documentation the NEDC Design Committee will inspect the property. Assuming positive inspection, they will recommend to the NEDC Board that reimbursement be made. The NEDC

will then release the funding in the form of a rebate check to the applicant. **The process from the time you submit your project completion documentation until the time you receive your reimbursement check will take a minimum of 30 to 60 days.**

The major steps include:

- Applicant submits cost and completion documentation (including invoice, proof of payment, and photo) to the NEDC Design Committee
- NEDC Design committee reviews documentation and submits recommendation to the NEDC Board & Northampton County for reimbursement (approx. 30 days)
- NEDC distributes rebate check to applicant via the Nazareth Borough Downtown Manager (approx. 30 days)

For questions regarding the NEDC Façade Grant or for more information on the County of Northampton Economic Development Community Investment Partnership Program please contact:

Elizabeth J Wyant
Nazareth Downtown Manager
nazdowntownmgr@gmail.com

NAZARETH BOROUGH EVALUATION SYSTEM (2018)

Item	Maximum Points
1. Location	25
Target Area	15
Project Area	10
Corner Property	5 additional
Proximity Bonus	5
2. Aesthetic Impact of Proposed Improvements	20
Dramatically Improve Blighted Property	15
Significant Improvement of deteriorated building	12
Improve Unsightly Building	9
Desirable/historic improvement to an already Attractive Building	5
Improve Code Deficiencies (ie: ADA ramp)	5
3. Historic Impact	25
Accuracy to original structure	25
Use of Historically Appropriate Material	20
Compatible with Overall Existing Streetscape	15
4. Business Impact of Proposed Improvements	15
Likely to retain existing business	15
Likely to expand existing business	12
Likely to attract new business	10
5. Potential Significance of Grant	15
Likely to stimulate greater improvements	10
Likely to make project possible	8
Project likely to proceed anyway	5
Joint Project	5 additional

6. Use of Building		25
Commercial storefront	25	
Commercial Property	20	
Mixed use commercial/residential	15	
7. Ownership		10
Owner Occupied Commercial	10	
Rental – Commercial	8	
8. Project Amount (sliding scale up to 20 points)		20
1 point for every \$1,000 dollars of project cost		
9. Discretionary Points (Up to 10)		10
Overall assessment of project importance, quality, and impact on the community		

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