

Downtown Lancaster Façade Improvement Loan Program

APPLICATION AND AGREEMENT

APPLICANT INFORMATION

Address of Property for which Funds are Requested _____

Property/Business Owner's Name _____

Property Owner's Address _____

Business Phone Number(s) _____

Email _____

Address _____

Amount of Loan Sought: \$ _____

Estimated Total Project Cost: \$ _____

Anticipated Date of Project Commencement: _____

Anticipated Date of Project Completion: _____

Project Scope:

PROGRAM GOALS

The City of Lancaster's Downtown Facade Improvement Program made possible by a grant from the Commonwealth's Department of Community and Economic Development (DCED) and in cooperation with the Lancaster Alliance seeks to:

- Improve the pedestrian environment of Downtown Lancaster.
- Improve the external appearance, lighting and security of storefronts.
- Enhance the attractiveness of Downtown Lancaster.
- Attract more customers and businesses.
- Preserve and restore historic properties.
- Encourage economic development and leverage additional private investment.

ELIGIBILITY

In order to be eligible for loan funding as part of the Façade Improvement Program an applicant and its proposed project and property must meet all of the following criteria:

- A property must be located in the target area for this program – see attached map and boundaries.
- The Applicant must be ready to proceed with improvements.
- A Project must be feasible.
- A Project must enhance the façade visible from the public way with priority funding going to ground floor retail or commercial use.
- The Applicant must be the owner of either the property or business for which funding is sought. If the Applicant is a business owner, written permission must first be obtained from the property owner in order to proceed with the process of applying.
- The total cost for the Project must be at least \$1,000.
- No grant shall exceed \$10,000.00.
- The Applicant must show proof of matching funds prior to receiving a loan.
- The Applicant must submit an application to the City of Lancaster or the Lancaster Alliance prior to commencement of a project. Beginning a Project prior to approval will be grounds for funding disqualification.
- The Project proposal, as set forth in this Application (and any attachments hereto) and as implemented, must comply with all applicable zoning, permitting, urban renewal, historic preservation and other laws and regulations of all governmental entities having jurisdiction over the owner, the Project and/or the Project property.
- Following review and approval of your application, an Applicant has six months to complete the project.
- The proposed Project must seek to improve the physical appearance of the structure(s).

LOAN RESTRICTIONS

The following types of projects and facilities will not be considered for funding:

- Facilities such as community halls, fire stations, hospitals, colleges or universities
- Properties owned by the city, state or federal government
- Must be a permitted use
- Sidewalk replacement or repair

APPLICATION REVIEW

Please note that the Program will be implemented on a competitive basis and eligible projects shall be selected based on the following criteria: proof of availability of matching funds, properties within a block of the Convention Center will be given priority approval to proceed, properties in most need of improvements, and the project addressing elements that contribute to the historic integrity of the building.

Ineligible project elements include but are not limited to the following:

- Installation of vinyl siding
- Replacement of original windows with vinyl windows or in-filling original window openings or transom windows
- Replacement of original doors, except if necessary and in conjunction with architect drawings
- Roof work
- Sidewalks
- Murals

REPRESENTATIVE MAJOR PROJECT ELEMENTS:

- (a) restoration of architectural details in historic buildings and removal of elements covering any such architectural details;
- (b) installation of signs which are attractively integrated into the architecture of a building, including its window areas, doorways and awnings or canopies (which signs may identify a business, but not advertise a product);
- (c) installation of appropriately scaled and lighted window areas for retail displays or for visual access into a retail or service business or a restaurant;
- (d) installation of appropriate lighting for the purpose of illuminating the exterior and/or signage of a building;
- (e) installation of awnings and canopies;
- (f) cleaning and/or repainting of building exteriors;
- (g) repointing of brick;
- (h) replacement of deteriorated windows and framing visible from the street;
- (i) other

AWARD AND DISBURSEMENT OF LOANS

The Committee will notify each Applicant in writing as to the Committee’s determination regarding its Application. Following approval and notification from Downtown Façade Committee, a Project has six months to complete façade improvements. If you are unable to complete your Project within the allotted time given, The City of Lancaster has the right to rescind any offer to those believed to be non-compliant as described in Non-Compliance section of this application.

Loan checks will be released once the owner or responsible party has shown receipts, contractor draws or other documentation that 50% of the total cost of the project or matching funds to the loan amount have been spent. Checks will be received within three weeks of providing the necessary documentation.

NON-COMPLIANCE

The Eligibility section of this Application stipulates that all projects must be completed within six months following notification to the Applicant. If you are deemed non-compliant, The City of

Lancaster will have no choice but to rescind the loan award and offer funds to others who are in a better position to begin improvements.

CERTIFICATION AND ACKNOWLEDGEMENT

Applicant acknowledges, certifies, represents, warrants and agrees to, as applicable, the following in connection with Applicant’s submission of this Application and, as applicable, Applicant’s ultimate receipt and acceptance of any disbursement under a Program grant:

1. All information contained in this Application is true and correct as of the date hereof and Applicant’s proposed Project satisfies all of the criteria set forth in the Eligibility section hereinabove. Should any information contained herein subsequently become untrue or incorrect, Applicant shall have a duty to promptly inform the Lancaster Alliance in writing, with specificity, as to that item or those items of information which are no longer true and correct and explaining the state of facts giving rise to such change.
2. Any funds disbursed to the Applicant pursuant to a loan award made to the Applicant shall be used solely for the project described in the application for the loan.
3. Applicant’s receipt and acceptance of any disbursement made under a Program loan shall constitute Applicant’s acceptance of any and all agreements and obligations imposed upon Applicant herein.
4. The Applicant’s Project, as set forth in this Application (and any attachments hereto), shall comply with all applicable zoning, urban renewal, historic preservation and other laws and regulations of all governmental entities having jurisdiction over the owner, the project and/or the property. Applicant acknowledges and agrees that the determination to award a Loan to Applicant for Applicant’s Project shall not constitute any judgment by, or opinion of, Lancaster Alliance and/or City of Lancaster that the Applicant’s Project complies with Applicable Law. Applicant acknowledges and agrees that Applicant shall have sole responsibility for ensuring that its Project complies with Applicable Law, and shall not rely, nor be entitled to rely, upon any approvals, awards, grants, determinations or representations of Lancaster Alliance and/or the City regarding its Project’s compliance with Applicable Law. For information on how to obtain City building permits, please contact the Lancaster City Building and Inspections, 291-4724.
5. Applicant and Applicant’s Project does not discriminate in any manner on the basis of race, creed, marital status, color, sex, age, religion, national origin or sexual preference, or physical handicap, as required by the laws of the United States and the State of Pennsylvania.

Signature _____ Date _____

Requirements for Contractors

- Must be licensed to work in the State of PA
- Must have Renovate, Repair, and Paint Certificate
- Required to acquire necessary permits

Project Budget Worksheet

Complete the Project Budget Worksheet below, designating the **major elements** () of the project, indicating the **entities** (e.g., consultant or contractor) responsible for each such major element and stating the projected cost of each such major element (including the grant fund and matching fund shares thereof), together with an estimate of the total project cost. You may use your own project budget worksheet.

Budget Items:	Responsible entity:	Loan Funds:	Matching Funds:	Subtotal: from (a)-(j) above)
<i>Example:</i> <u>Walls</u>	<u>Contractor</u>	<u>\$10,000</u>	<u>\$10,000</u>	<u>\$20,000</u>
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
<u>Totals:</u>		\$ _____	\$ _____	\$ _____

Lancaster Facade Processing Checklist

In order to process your application, please provide the following information:

- Business tax returns, last two consecutive years.
- If an LLC or Corporation, submit legal documents pertaining to the type of business established.
- Current business financial statement (within 90 days).
- Existing business debt/loan form.
- A detailed description of the proposed façade improvement project.
- At least two bids from different contractors for the specific work that you are requesting reimbursement.
- Signed authorization form for the credit report.
- Current bank statement.
- Project Budget Worksheet.
- A Copy of the Applicant's deed vesting title in the Project property (or written evidence confirming that the property owner has given permission to the applicant (if a tenant) to physically alter the property.

**City of Lancaster
120 North Duke Street
Lancaster, PA 17602
Attention: Marisol M. Torres, Housing & Economic Development Administrator**

