



CARLISLE STREETVIEW

COMMERCIAL FACADE IMPROVEMENT GRANT PROGRAM

GUIDELINES

Originally called the Carlisle Commercial Facade Restoration Program, the grant program was established with a resolution by Carlisle Borough Council. The goal of the program is to “create and maintain a pleasant and attractive downtown commercial district by assisting owners maintain building facades.”

Carlisle Streetview reflects our ongoing mission to showcase and diversify the business mix, improve the overall look and better the property inventory making Downtown Carlisle the place you choose to live, work, shop, play and visit. Our goal—to continually improve the building stock, storefronts and other downtown assets...to remedy declining conditions...to renovate with an eye to the future...to preserve our distinctive architecture...and to render the downtown more attractive to all. A more attractive downtown is more attractive to business.

■ **PROGRAM AREA**

The eligible area includes Carlisle Borough’s Historic District as defined in the zoning ordinance or property listed on the National Register of Historic Places, property that is Register-eligible or property included on the Cumberland County historic sites inventory.

■ **ELIGIBILITY**

To be eligible, the following criteria must be met.

- 1** work items must relate to the exterior—the facade—of the building
- 2** the work performed must be clearly visible from a public street or way
- 3** if the property is within the Historic District, all work performed must meet the U.S. Secretary of the Interior’s standards for historic preservation and be approved by Carlisle Borough’s Historical and Architectural Review Board (HARB) receiving a certificate of appropriateness

- 4 all work performed must meet the requirements for remediating conditions of slum or blight, or address code, health or safety issues
- note:** the applicant's minimum 25% cash share of the project can be used for other improvements including those typically considered more decorative and cosmetic*
- 5 if a tenant, the work performed must have the consent of the property owner
- 6 the owner of the property, regardless of whether that person is the applicant, must be current with their payment of municipal water and sewer bills, as well as all real estate taxes
- 7 the applicant must provide a minimum 25% cash match for the grant—no sweat equity, in-kind services, labor or other reductions can be taken to minimize the required cash match
- 8 no grants can be approved for the same building and same business or businesses in that building for 10 years from the date of completion

***exception:** a grant provided for building improvements to the upper floors or a non-storefront area will not impact a later or different applicant seeking to improve a storefront which is a different business in that same building; however, no grant can be approved for that same business/storefront address for 10 years from the date of completion*

- 9 the building cannot be a boarding house or residential structure with fewer than five dwelling units
- 10 buildings cannot be for sale, marketed for sale or known to be for sale

note: Federal prevailing wages will apply to the entire project. The wage decision must be included with all bids and proposals.

■ ELIGIBLE WORK ITEMS

Eligible work items include but are not limited to the following. Although use of original materials is preferred, other materials are often deemed acceptable and approved by the HARB.

- installation or improvement of gutters and downspouts
- facade washing or brick cleaning including paint removal (chemical processes only)
- repair, replacement and repointing of brick and masonry
- repainting of brick, masonry and wood including window frames and other features
- repair, restoration, renovation and/or replacement of wood
- repair, restoration, renovation, replacement or installation of appropriate handrails and porch balusters
- repair, restoration, renovation, replacement or installation of appropriate decorative or ornamental millwork, dentil work or other architectural details
- repair, restoration, renovation, replacement or installation of exterior lighting
- repair, replacement or installation of shutters
- repair, restoration, renovation and/or replacement of windows and doors

- repair, restoration or replacement of roof (if clearly visible from the public way)
- repair, restoration, renovation or replacement of hardware or hardware accessories such as for windows, doors, shutters or signs
- repair, restoration, renovation or replacement of storefronts
- repair, restoration, renovation or replacement of signage
- repair, restoration, replacement or installation of awnings
- repair or repainting of architectural metals
- stabilization or repair of structural deficiencies
- restoration of historic markers
- removal of historically-inappropriate materials
- preservation, restoration, repair or replacement of distinctive architectural ornamentation including cast and wrought ironwork and stained glass

■ GRANT TERMS

The maximum grant is \$12,000 and must be approved by the Borough Manager or designee. The maximum grant awarded shall be no more than 75% of the eligible project costs for repairs or improvements. The applicant is required to provide a minimum 25% cash match. Grant requests exceeding \$12,000 shall be reviewed and approved by Borough Council.

Once approved, the applicant shall sign a grant agreement with the Cumberland County Redevelopment Authority (Authority)—who administers the program—requiring that the grant recipient do the following.

- 1** deposit their 25% share of the property improvement cost with the Authority prior to the start of work
- 2** agree to allow the Authority to make payments to the contractor for all work completed
- 3** agree to comply with Title VI of the Civil Rights Act of 1964 and regulations issued pursuant thereto (24 CFR Part 1) prohibiting discrimination on the basis of race, color, creed or national origin in the sale, lease, rental, use or occupancy of the subject property
- 4** agree to comply with Executive Order 11246 and all regulations issued pursuant thereto (24 CFR Part 130) which provides that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in the award of contracts financed with federal funds
- 5** agree not to award contracts for work under this program to contractors ineligible for work as determined by the U.S. Department of Housing and Urban Development
- 6** agree to abide by statutory and regulatory provisions pertaining to the Davis Bacon Act, Contract Work Hours and Safety Standards Act and Copeland Anti-Kickback Act including wage rates

■ PROGRAM PROCEDURES

1. complete a pre-application meeting with the Borough of Carlisle’s representative working with the program to determine whether or not the project is eligible. Contact Jared Woolston, Director of Sustainable Community & Economic Planning at 717-240-6933 or jwoolston@carlislepa.org.
2. agree to the specifications of the work to be performed. The Borough will work with the Authority to review and approve the specifications
3. working with the Authority, obtain a minimum of three quotes to include the wage rates for the work to be performed and select the apparent low bid. The wage decision must be included with all bids and proposals.

***note:** exceptions may be made to selecting the apparent low bid with the approval of the Authority*

4. the Director of Sustainable Communities and Economic Planning and/or representative(s) of the Borough will review the completed application, cost estimates and recommendation(s) with the Office of the Borough Manager at least 30 days prior to permit issuance.
5. in-progress and final payments shall be made by the Authority upon receipt of invoices and certification by the grantee and Authority that the work has been performed satisfactorily. Authority staff will conduct employee interviews to ensure prevailing wages being paid

■ CONSIDERATIONS USED TO DETERMINE PROJECTS

Funding for the program is increasingly limited making decisions as to which projects are most worthy even more difficult. Because of this—and working with the Authority, Carlisle Borough, the Downtown Carlisle Association, their Economic Restructuring Committee and business and property owners, as well as tapping our experience working with similar programs and charting those results—other considerations will be weighed in addition to the eligibility requirements for each prospective project. These considerations relate to the tremendous *incentive* offered by the program—for both responsible existing property and business owners as well as *new* owners—and the *impact* the program can have on the downtown streetview.

CARLISLE STREETVIEW ...is an **incentive** for downtown property owners and businesses or potential property owners and businesses
the program...

- prioritizes retailers, restaurants or other downtown assets or properties with such...businesses that characterize a downtown
- links improvements to those noted in the Gibbs study and other research...such as for full-view windows, improved lighting and updated awnings that fit the historic setting
- is not a maintenance or “pre-condemnation” program...property and

- business owners should keep their buildings and storefronts in good repair
- is not for properties or businesses that are for sale...
- ...can be offered to new owner or tenants to make the changes they require or would like
- invests in the future...questions whether given the current tenant or owner, other conditions or dynamics, the investment is sound
- weighs the applicant's investment...is it 25% or more, is it part of a larger project
- makes decisions based on the merits of the project...its impact (see below)

CARLISLE STREETVIEW ...projects should have an **impact** on the downtown business community and the overall look
the program...

- assures the visibility of the work completed and improvements...that the “before” and “after” photos look different
- improves the streetview...what you see and experience
- targets pronounced, problem, properties where the owner or tenancy has changed...so improvements can be made
- cultivates projects—businesses—in the pipeline...assuring funding for key coming projects
- assures compatibility, harmony and variety...in a historic setting, even modern motifs can exist
- spurs neighboring properties and businesses into action...for improvement along the block
- promotes walkability...with visible improvements, pedestrian-scaled upgrades, and safety additions
- sparks stores outdoors and boosts foot traffic...creating more welcoming storefronts and blocks that are more attractive, appealing and welcoming
- improves perception...by improving safety via a more cared-for environment, better lighting and other features
- ensures a well-conceived application...enables the Borough to offer suggestions, other approaches or preferred options for better outcomes
- addresses the results...specifically, what is included in the project and what it will look like once complete including colors, finishes and products
- considers how the project will be received by the downtown community and public
- serves as a resource for new retailers, restaurants or downtown



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APPLICATION

■ The Applicant and Contact Information

Your Name: _____ SS#: _____

Your Address: _____

_____ PA _____ zip code

Your Phone Number: _____

Secondary Phone Number: _____

Are you the owner of the property? ____yes ____no

■ The Business

Legal Name of the Business: _____

Address of the Subject Business or Property: _____

_____ PA _____ zip code

Employer Identification Number (EIN): _____ DUNS Number: _____

Business Description, Type: _____

■ Project Information and Financials

- 1** Project Purpose, Type: ____new acquisition and rehabilitation;
____commercial rehabilitation/storefront improvements;
____readying for a business tenant; tenant name: _____
____building (other than storefront) rehabilitation or improvements
____maintenance
____readying for sale
____other: _____

- 2 Is the first floor currently vacant? _____
- 3 Is the property located within the Central Business District (C-1)? _____yes _____no _____don't know
- Is the Property located within the Historic District? _____yes _____no _____don't know
- Does the Project require HARB approval? _____yes _____no _____don't know
- If HARB approval is needed, have you obtained a certificate of appropriateness from Carlisle Borough? _____yes _____no _____don't know
- Is the property condemned? _____yes _____no _____don't know
- Is the property blighted? _____yes _____no _____don't know
- What year was the property built if known: _____
- 4 Anticipated Start Date: _____ Anticipated Completion Date: _____
- 5 Estimated Total Project Cost: \$ _____
- 6 Description of work to be completed:
- _____
- _____
- _____
- _____
- 7 Have you received a facade grant before for a property in Carlisle Borough? _____yes _____no
- If yes, at what address(es)? _____
- In what year(s)? _____

■ Making Application

- 1 Complete a pre-application meeting with the Borough of Carlisle's representative working with the program to determine whether or not the project is eligible. Contact Jared Woolston, Director of Sustainable Community & Economic Planning at 717-240-6933 or jwoolston@carlislepa.org.
- Date of Pre-Application Meeting: _____ Confirmation Signature: _____
(to be obtained by the Borough of Carlisle)
- 2 Following the pre-application meeting, provide the following items along with your completed application:
- three contractor proposals for the same proposed work
 - photographs of the property
 - a copy of your HARB certificate of appropriateness (if applicable)
 - copies of proof of payment for:
 - municipal water and sewer bill (most recent period)
 - school district real estate taxes (most recent period)
 - county and municipal real estate taxes (most recent period)

- 3** Sign, date and provide your application to the Borough of Carlisle, ATTN: Jared Woolston, 53 W. South Street, Carlisle PA 17013.

Questions related to the application can be directed to Jared Woolston at 717-240-6933 or jwoolston@carlislepa.org

Date

Applicant Signature