



**Clearfield *Revitalization* Corporation (CRC)  
Design Challenge Grant  
For Storefront and Façade Improvements**

**DOWNTOWN CLEARFIELD, PA**

**For additional program information or questions please contact:**

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## **DESIGN CHALLENGE GRANT PROGRAM OVERVIEW**

Clearfield *Revitalization* Corporation (CRC) offers matching grants for storefront and façade improvements in the downtown business district up to a maximum amount of \$5,000 per storefront per the PA State Department of Community and Economic and Development (DCED). Design challenge grants are intended to stimulate private investment in the preservation of historic downtown architecture and to foster image-making improvements to downtown commercial properties.

Funding for the CRC Design Challenge Grant Program is provided from the Pennsylvania Department of Community and Economic Development (DCED) through the Pennsylvania Main Street Program. Grants are made in accordance with the CRC Design Challenge Grant Program policies and are in conformance with all applicable state and local requirements.

## **ELIGIBLE APPLICANTS**

Any person(s) or other legal entity owning property the Downtown Clearfield's Main Street Project Area is eligible to apply. Special arrangements can be made for merchants who lease buildings. Priority will be given to commercial properties and businesses especially those that contain storefronts. The selection of the CRC Design Challenge 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).

A property shall be defined as having its own unique county tax map identification number.

In cases where more than one storefront exists within the same property, each storefront can receive its own grant for eligible grant activities but the total amount awarded to the property can not exceed the grant maximum (up to \$5,000). A storefront shall be defined as having its own unique entrance, interior space, and display window. One storefront shall contain one business. Multiple businesses that share one storefront shall be considered one applicant. The façade is the front part of the building facing the street and has its address on that street. It includes the entirety of the face of the building from the ground up. Eligible work can include façade and any side of the building the faces the street. Both sides of a corner building with a corner entrance are eligible for façade grants.

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 \$5,000). 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 multiple grants.

## PROJECT AREA

The Main Street/ project area includes the core downtown area of Bridge Street to the north, 4<sup>th</sup> Street to the east, Walnut Street to the south, and the Susquehanna River to the west.



## PROGRAM OVERVIEW

### ELIGIBLE ACTIVITIES

Major maintenance, repair, rehabilitation and restoration of commercial storefronts and facades are eligible activities. Projects must achieve visible results that enhance Clearfield's downtown image, marketability and economic vitality.

### DESIGN STANDARDS

Applicants with more specific questions should refer to the Pennsylvania Wild Design Guide and CRC Design Committee. The general standards are as follows:

- 1. Character:** Downtown Clearfield enjoys a variety of architectural styles. It is the goal of the CRC design program to see that each building is presented in its most appealing form and the original character of the building is preserved and enhanced.
- 2. 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.
- 3. History:** It is recognized that many properties have changed over time. Each property should be recognized as a physical record of its time, place and use. Those changes that contribute to the significance of the downtown Clearfield's architectural character in their own right should be retained and preserved. Changes that create an inaccurate sense of history or will not be favored.
- 4. Details:** Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a property should be treated with respect.
- 5. 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 when possible.
- 6. Surface Cleaning:** The surface cleaning of structures, if appropriate, should be undertaken using the gentlest means possible to avoid damage to historic materials.
- 7. Alterations:** New additions, exterior alterations or related new construction should not destroy any historic materials that characterize the 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.
- 8. Signage:** Consistent signage adds to the character of the area in which it is placed, and should be considered a unifying factor in a town. Signage should project an atmosphere that is welcoming and inviting to members of the community and visitors. Lighting for signage should be external and directed onto the sign. Neon signs will not be considered.

## **PROGRAM OBJECTIVES**

The CRC Design Challenge Grants are intended to stimulate private investment in Downtown Clearfield. This program seeks to preserve and restore historic downtown architecture and to foster image-making improvements to all downtown commercial properties regardless of their historic significance.

Projects must achieve visible results that enhance Clearfield's downtown image, marketability and economic vitality. The CRC Design Challenge Grants have the following specific objectives:

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

Grant applicants are encouraged to use the services of design professionals. Clearfield *Revitalization* Corporation facilitates compliance with the recommended design standards by providing technical and design assistance to Grant applicants.

## **ELIGIBLE ACTIVITIES**

A variety of commercial property improvements, including major maintenance, repair, rehabilitation, and restoration of storefronts and facades are eligible activities. Eligible CRC Design Challenge Grant activities 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 sash, 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 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 improvement.
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.

The applicant may apply to do work him or herself but will only be reimbursed the cost of supplies. Applicant labor will not be reimbursed. The applicant will be required to obtain two estimates for the cost of supplies.

## **TERMS OF GRANT AWARD**

The CRC Design Challenge 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 CRC Design Challenge Grant that may be awarded is \$5,000 per application for projects costing \$10,000 or more. The CRC will be granting a total of \$30,000/year. There are 2 funding cycles a year. The CRC reserves the right to reward as much or as little grant monies per project, depending on impact, leverage and targeting.

**Grants are made on a cost reimbursement basis** following a process of application, design review, approval and construction. Receipt of the CRC Design Challenge Grant awards is contingent upon submittal of construction cost invoices from bona fide contractors or trades people. The applicant must submit documentation to the CRC Design Committee that substantiates the total and final cost of the work and that the work is complete in order to receive a rebate check. **All work must be completed within three (3) months of the grant being awarded.** A certificate from the CRC must be placed beside building permit during the process. Any and all change orders must be requested in writing to initiate approval of modification to any part of the executed design plan. Any expenditure made by the Applicant, which is not in accordance with the original design plan, may be disapproved, and payment to the applicant adjusted accordingly.

## **STATE AND LOCAL REGULATIONS**

All work must conform to local and state ordinances: permits from the Borough of Clearfield 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 Clearfield Borough to establish the scope of work necessary to comply with the basic health, safety and property maintenance requirements of the International Building Code. All rehabilitation work financed in connection with the CRC Design Challenge Grant Program must conform to the applicable requirements of the Borough codes and regulations.
2. Any questions about Borough codes and regulations should be referred to Clearfield Zoning/Codes Officer at 6 South Front Street, Larry Mack 814-765-7817
3. Signage must comply with local ordinances.

## **REVIEW AND APPROVAL**

All CRC Design Challenge Grant applications and completed projects are subject to review by the CRC Design Committee and approval by the CRC Board of Directors as a condition of the grant award.

## **APPLICATION PROCEDURES**

1. Meet with a CRC Design Committee and/or the Main Street Manager.
  - Bring a current photo of your property.
  - Receive application.
  - Discuss your plans for the property.
  - Understand the property's historical architecture.
  - Create a rudimentary sketch of the work to be completed.
2. Complete application
  - Attach the history and mission of your business
  - Attach a description of the impact your facade project will have in Downtown Clearfield and your Business.
  - Attach cost proposals, project description and design plans.
  - Complete and sign all sections of the application.
  - Return application to the CRC Design Committee by the bi-annual deadline date, provided by the CRC.

3. Grant approval
  - Design Committee will review applications.
  - Board votes on completed applications.
  - CRC Design Committee will provide written approval to the applicant.
  - Pictures will be taken outside with the Property or Business Owner and the CRC for a Press Release.
  
4. Execute project
  - **WORK CAN BEGIN!**
  - Provide the CRC with beginning, middle, and finished photo.
  - Work must comply with approved project description and be completed within 90 days.
  
5. Finish project
  - Once project is completed, provide the photos, copies of receipts and proof of payment to the CRC.
  - Completed work must be in accordance with approved description of project to be eligible for reimbursement.
  - CRC will reimburse the property owner in accordance with the terms of the grant.
  - Work not completed in accordance with approved project description may be denied payment.

The Pennsylvania Prevailing Wage Act (43 P.S. § 165-1 et seq.; 34 Pa. Code § 9.101 et seq.) may be applicable to this Project. If applicable, the Grant Recipient is responsible for including prevailing wage rates in all bid documents, specifications, and construction contracts pertaining to the Project. The Department of Labor and Industry (L&I) has final authority to make all prevailing wage applicability determinations. A copy of this letter is being forwarded to L&I for a formal determination of applicability of prevailing wage requirements.

Please Note: Prevailing Wage requirements are generally applicable to grants for construction, demolition, reconstruction, alteration, repair work, renovations, build-out and installation of machinery and equipment in excess of \$25,000.00. Any questions as to final prevailing wage obligations should be directed to the Bureau of Law Compliance at 1 (800) 932-0665.

**Clearfield Revitalization Corporation (CRC)  
Design Application**

**1. APPLICANT DATA:**

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

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

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**2. PROPERTY DATA:**

Building/Business Name: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

**3. PROPERTY OWNERSHIP:**

*If applicant is not property owner, please complete.*

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**4. PLEASE CHECK IF APPLIES:**

\_\_\_\_\_ Yes, I am current in all state, county, school and local municipal tax:

\_\_\_\_\_ Yes, I have a unique county tax map number

\_\_\_\_\_ Yes, I am located within the Main Street District

**5. PLEASE ATTACH THE HISTORY AND MISSION OF YOUR BUSINESS.**

**6. PLEASE ATTACH A DESCRIPTION OF THE IMPACT YOUR FACADE PROJECT WILL HAVE IN DOWNTOWN CLEARFIELD AND YOUR BUSINESS.**

7. PROJECT DESCRIPTION:

*Please attach **detailed** description of specific proposed use of grant funds. Please be as specific as possible. ie: paint colors, styles, etc.*

8. DESIGN PLANS:

*Please attach a current photo of your property with a sketch of future plans.*

9. COST PROPOSALS:

*Please attach written cost estimate(s) from bona-fide trade's people, contractors or suppliers. If there are multiple projects within the estimate, please estimate the cost of each project.*

10. GRANT REQUEST: Enter grant request and project amount.

Grant request amount: \$ \_\_\_\_\_

Estimated project total: \$ \_\_\_\_\_

DISCLAIMER: I acknowledge that I understand the terms of the CRC Design Challenge Grant Program, and it is my intent to meet the specified terms if this application is approved. I understand further that this project is approved for grant reimbursement only in strict accordance with the approved design plans that are attached to this application and hereby made part of this agreement. I further understand that change orders on work in progress require approval by the Clearfield Revitalization Corporation Design Committee, and that failure to comply with this agreement may jeopardize receipt of grant funds.

\_\_\_\_\_  
Signature, Applicant

\_\_\_\_\_  
Date

**PLEASE DO NOT FILL OUT BELOW THIS LINE - FOR CRC ONLY**

**CRC GRANTS THE FOLLOWING PROJECT DESCRIPTION:**

**CRC TOTAL PROJECT COST:** \$ \_\_\_\_\_

**CRC GRANT APPROVED AMOUNT:** \$ \_\_\_\_\_

\_\_\_\_\_  
**Signature, CRC Representative**

\_\_\_\_\_  
**Date**