



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

DOWNTOWN CLEARFIELD, PA

For additional program information or questions please contact:

**Clearfield Revitalization Corporation, CRC
Attn: Sue Diehl, Main Street Manager
6 South Front St.
Clearfield, PA 16830
814-765-6000
discoverclearfield@gmail.com**

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 \$10,000 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 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 \$10,000).
- 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 prominent 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 if 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 multiple grants.

PROJECT AREA

The Main Street/ project area includes the core downtown area of Bridge Street to the north, 4th Street to the east, Ogden Avenue (to 3rd Street to Cherry Street) to the south, and Williams Street/W Front Street to the west, as depicted on the attached map.

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 should be retained and preserved. Changes that create an inaccurate sense of history 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.

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 for 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 \$10,000 per application for projects costing \$20,000 or more. Applications will be accepted on a *monthly* basis until all funds have been dispersed. The CRC reserves the right to award 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 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. All change orders must be requested in writing to initiate approval of a 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, 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.
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 and finished photos.
 - 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 the 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.

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