

City of Shamokin Façade Grant Application 2021

Contract Activity Period: August 1, 2021 through June 30, 2023

NOTE ALL PROJECTS MUST COMPLY WITH ANY AND ALL PERMITTING AND ZONING REGULATIONS FOR THE CITY OF SHAMOKIN!*

This packet includes documents needed to apply for the 2021 Keystone Communities Façade Grant Program provided through the Pennsylvania Department of Community and Economic Development (DCED). Please follow the guidelines specifically since this will be a competitive grant process. The selections will be based on intended improvements to the building in the defined district and the preservation and improvement the appearance of the buildings and streetscapes in Shamokin's Business District.

Please ensure all the items below have been provided when submitting this application:

- Project Application (included in this packet)
- Proof of Ownership
- Before Photos (must be electronic color photos)
- Funding Commitment Letter (included in this packet)
- 3-arm's length bids/quotes (i.e. at least 3 quotes from vendors).

Also included are documents required for reimbursement. If you'd like to include them now, feel free. Or they can be signed and returned at the time of reimbursement request:

- Nondiscrimination/Sexual Harassment Clause
- Vendor Selection Explanation
- Checklist of requirements for reimbursement

All applications must be received in City Hall by December 15, 2021.

City Hall – Façade Grant
47 E Lincoln St
Shamokin, PA 17872

Redevelopment Authority receipt:

Date received: _____

Received by : _____

City of Shamokin Façade Design Guidelines

The City of Shamokin Façade Design Guidelines have been developed to preserve and improve the appearance of the buildings and streetscapes in Shamokin’s Business District. Please note that the Guidelines are only for projects related to the 2021 Keystone Communities Façade Grant Program provided through the Pennsylvania Department of Community and Economic Development (DCED). As such, the Guidelines should not be interpreted as an ordinance for any projects unrelated to the above mentioned DCED program. However, all applicants to this program still must adhere to all zoning and permit regulations of the City of Shamokin.

These Guidelines were approved and adopted by the Shamokin Redevelopment Authority (RDA). The following are a few of the tangible goals of the Façade Design Guidelines:

- Create a more desirable location for new businesses.
- Improve commerce for existing businesses.
- Preserve the aesthetic integrity of the City of Shamokin.
- Improve the walking experience for local citizens and visitors.

The intent of these Guidelines is to ensure that appropriate consideration is given to preserving the aesthetic, historical, and cultural context of the structures during their renovation process. The guidelines are intended to be used as a reference material.

The approval of these Guidelines by the City of Shamokin and the Shamokin Redevelopment Authority, in coordination with Shamokin Area Businesses for Economic Revitalization (SABER), reflects the commitment to preserve and improve the City of Shamokin. This document forms the framework within which one remains free to exercise creativity, invention and innovation, although individual restraint is encouraged where necessary to maintain or achieve harmonious relationships among the components of a streetscape.

Eligible Applicants & Restrictions

Eligible applicants are any individual(s) with property located in the Shamokin Business District as defined by the Business District Boundary Map. All anticipated projects must be related to street-facing building façades. Funding for façade improvements may not exceed \$5,000, unless approved by DCED. Funding may not be used for interior work, out buildings located on a property, landscaping, and general site improvement to sidewalks and/or paved areas. Please see the “Project Application” section for further detail.

Please note that façade improvements for non-residential buildings and rental properties must be matched dollar-for-dollar and are not eligible for a match waiver. Façade improvements for homeowners must be matched dollar-for-dollar for owners with an income above 120% of the median income for the community. Labor provided by the owner(s) of the property is not an eligible cost for reimbursement or match consideration.

Please note that while the Façade Design Guidelines are not to be interpreted as an official ordinance of the City of Shamokin, all projects are still required to comply with any and all necessary permitting and zoning regulations. As such, any interested party must coordinate with a local zoning official before proceeding with their respective project. Any violation of said permitting and zoning regulations may result in the delay and/or termination of an individual's project(s).

Contracting & Payment Process

Applicants are allowed to employ consultants at their own discretion but must follow a competitive selection process and receive at least three (3) quotes for their respective project(s). All potential consultants must adhere to the Facade Design Guidelines. All designs, estimates, and other appropriate information provided from the potential contractors must be included in the application to the Shamokin Redevelopment Authority for approval. Please note that property owners will not be reimbursed for their own labor. If an applicant chooses to do the work themselves, funding can only be used to pay for materials.

A copy of contractor and/or material payments must be forwarded to the Shamokin Redevelopment Authority for filing purposes. In the event of any drastic changes during the project's implementation and/or payment process, an applicant is required to notify the Shamokin Redevelopment Authority prior to proceeding with the project to ensure the Façade Design Guidelines are continued to be met.

Please note that an applicant is responsible for providing prevailing wage(s) if their respective project exceeds \$25,000. The Department of Labor and Industry, through the Bureau of Labor Law Compliance, determines prevailing wage rates for the construction industry and enforces the rates and classifications under heavy, highway and building construction projects of \$25,000 or more when public funds are involved.

Review Process

The following guidelines stress the importance of context when considering the design and remodeling of any building associated with the Keystone Communities Grant Façade Program. Examples of undesirable Façade Projects are as follows:

- Boxed, neon, building signs
- Inappropriate color schemes
- Poorly spaced window placement

- Hidden street address number(s)
- Redundant or disproportionate signage
- Inappropriate construction materials
- Any addition that could cause serious injury or harm

The Façade Design Guidelines pertain to development within Shamokin's Business District (Please refer to Business District Boundary Map for further detail) as it relates to the Keystone Communities Façade Program. The Guidelines specifically relate to; the erection, or alteration, of any building façade, the alteration creation and/or proposed relocation of any façade components, such as the design and placing of windows in a building, doors, color scheme, lighting, signage, and awning.

The Shamokin Redevelopment Authority (RDA) may approve applications deemed complete where modification to existing facades conform to the City of Shamokin Façade Design Guidelines. The Redevelopment Authority shall make this determination within ten (10) days after a regularly scheduled RDA Meeting. Afterwards, the Shamokin City Council will make final approval at a regularly scheduled public meeting. Any application that the Redevelopment Authority has not approved shall be referred to the appropriate City officials under the direction of the City of Shamokin's Zoning/Ordinances regulations.

Said City officials shall review applications referred to them by the Shamokin Redevelopment Authority and may approve applications that conform to the Façade Design Guidelines. The review and approval process shall not exceed ninety (90) days, unless the application consents to an extension of this timeframe.

In the event that said City officials determine that the application does not conform to the Guidelines, they may meet with the applicant to discuss possible alternatives or amendments for the application that would conform to the Guidelines. In the event that said City officials do not approve of the application, it may be referred to the Shamokin City Council for further review.

If awarded, an applicant has one (1) year from the date posted on the approval letter to finish their project(s). An applicant, in writing, may request a time extension three (3) months prior to the deadline. The request must explain the reason for the delay and how much additional time is needed. Such requests should be addressed to the City of Shamokin with a copy sent to the RDA. The City of Shamokin, in coordination with the RDA, will make a decision on the request within thirty (30) days upon receiving the notification. Please note that extensions may be contingent upon the regulations and deadlines set forth by DCED.

Section One: General Concepts

- 1.1. Overall Design Concept:** The proposed facades, buildings or structures should have a visual and harmonious relationship with the surrounding building and/or structures when possible.
- 1.2. Building Design:** Existing buildings that make a positive architectural and historic statement should be recognized as products of the time period of the existing building and make a positive contribution to the character of the Shamokin Business District. Alterations and additions to such buildings should be made in an effort to preserve at least a significant portion, if not all, of the architectural and historic integrity of the existing building.
- 1.3. Building Additions:** Additions to an existing building should be compatible with the existing building in terms of scale, materials, window placement, texture, and color. A change in scale, for example, may require a transitional design element between the existing building and the addition.
- 1.4. Area Design Features:** A building should, when appropriate, strengthen the particular urban design features of its locale by framing a view corridor, enclosing an open area, or continuing a particular design feature or statement. New construction should integrate itself into existing streetscapes, whereby the streetscape is enhanced by the new structure.

Section Two: Specific Guidelines

2.1. Building Massing and Scale

a. Massing

- i. The facades of commercial buildings which are up to three or more stories should be broken down into segments having vertical orientation.
- ii. Ground floors with storefronts should be separated from upper floors by a continuous and properly sized decorative lintel. Use of this unifying element allows for flexibility in storefront design without interruption of repeated vertical elements of the upper floors.
- iii. Building design should be “wall dominant” with an emphasis on street-facing sections of the building.

b. Scale

- i. The element of human scale should be employed at the ground level, especially along street frontages and adjacent to entryways. This can be attained with the use of such elements of human scale such as doors, windows, columns, canopies, and awnings.
- ii. The repetition of bays along a streetscape creates a unified pattern and helps establish a sense of scale.
- iii. Expansive blanks on walls are featureless, without visual appeal, and are therefore not recommended as design elements.

2.2. Façade Treatment

a. Proportion and Design of Openings

- i. The relationship of width to height of windows and doors opening at ground level should be visually compatible with existing opening in the same building façade and/or with other adjacent or related structures.
- ii. Original door opening sizes should not be altered on the building facade unless in an effort to make them more structurally sound and/or ADA accessible.

b. Window and Door Types

- i. Windows, whether new or replacement, should be similar in style and design to the original or compatible with the original architectural style of the existing building.
- ii. Ground floor retail windows should be of the large, display variety and not be double hung. Black or matching trim color of the building is recommended but not required.
- iii. Doors, whether new or replacement, should be similar in style and design to the original or compatible with the original architectural style of the existing building. Material that is vastly different from the original door type is not recommended, unless it is to better represent the historical nature of the building.

c. Architectural Style and Details

- i. Façade renovations should conform to the original architectural style of the building when suitable. Original details are encouraged to be retained or reproduced for significant historical structures. If it is necessary to introduce new elements, they are encouraged to relate to existing features and elements.

d. Historic Appropriateness

- i. If new features or architectural elements are to be introduced, they are encouraged to conform to some aspect of the existing historic features.
- ii. False historical styles that do not have any basis in the architectural history of the existing building are not recommended.
- iii. Renovation of an existing building should maintain the building's historical context and designed so as to maintain its relationship to other buildings in the vicinity (if applicable).

2.3. Building Materials and Texture

a. Renovation

- i. Elements and materials of the existing façade should be incorporated into the renovation project, during the renovation process.
- ii. The façade and its original materials should not be obscured by covering them with metal panels, plastic materials or any other materials inconsistent with the original materials. Bare ferrous metal is not recommended for flashing. Copper, bronze, or painted metal(s) are encouraged but not required.
- iii. Aluminum sidings, metal panels, featureless prefabricated panels, and mirrored glass surfaces are not recommended for use during renovation.

b. New Construction

- i. The Design of all new structures should attempt to reflect the architecture of the Shamokin Business District when possible.
- ii. Use of rough, extruded brick for facade is recommended. Traditional color palette should be utilized for brickwork as well as masonry.
- iii. Bricks that are high sheen and wire cut are not recommended.

2.4. Signs

a. Placement and Installation

- i. Signs should be visible and preferably directly above the store display windows, and/or entry door.
- ii. The store name may be professionally painted in the top or bottom of the store display window.

- iii. It is encouraged that all signs are to be installed so that the method of installation is either concealed or made an integral part of the design of the sign.
- iv. Signs should not be hung in a manner that disfigures or conceals any original architectural features or decorative details of the building.
- v. It is recommended that no advertisement be painted upon the surface or the façade of the building unless it relates to the historic integrity of said building.

2.5. Awnings

a. Dimensions and Placement

- i. It is recommend that the awning should only be placed above windows and doors.
- ii. The top of the awning frame should be kept within six inches of the door jam or window frame.
- iii. No awning shall project more than 6 feet from the building face.
- iv. No awning shall be lower than 7 feet above the sidewalk.
- v. Ground floor awning should not extend above the ground floor lintel level.
- vi. The frame design and fabric choice for all awning should be compatible with the architectural style of the façade.
- vii. Awning should not be installed so as to conceal or disfigure the architectural details of the façade.
- viii. Awning should be compatible in material, color, and scale to adjacent storefronts (if applicable).

b. Style, Materials, and Maintenance

- i. Awning may be fixed or operable.
- ii. Awning should be fabricated of fire-retardant canvas only.
- iii. Traditional style awning should be installed when appropriate.

c. Color and Content

- i. Awning colors should be chosen from a traditional color pallet.

- ii. Only the name of the business and the street number should be printed on the valance of the awning.

2.6. Building Façade Color Scheme

a. Building Components

- i. The three areas of a building which typically require three different paint colors are the field or body; the trim and the accent elements.

b. Color Placement

- i. The field of the building is typically the lightest shade of color on the façade. The building field color should be chosen from a traditional earth-toned pallet.
- ii. It is recommended that the trim, which include the window surrounds, door surround, and the upper cornice should be painted a deeper shade of the paint chosen for the field of the building.

c. Planning of Color Scheme

- i. When possible, paint colors should match or compliment the building's original color scheme.
- ii. Color schemes should be compatible with adjacent buildings' and typical colors used in the Shamokin Business District.
- iii. The color of roofing material, only when associated with the façade, should be considered when choosing the color schemes of the building.

d. Precautions

- i. Buildings should not be painted to compete for attention with other buildings in their vicinity nor to stand out boldly in their context.

2.7. Façade Lighting

a. Locations

- i. Light fixtures mounted to the façade of a building should be architecturally compatible with the style, materials, colors, and details of the building.
- ii. It is recommended that the light fixtures should wash the façade and/or wall sign with light, avoiding any glare on adjacent buildings.
- iii. Flood lights are not encouraged on the front of the façade

City of Shamokin

2021 Façade Grant Project Application

Contact Information & Site Address

Name of Applicant: _____

Phone: _____

Email: _____

Site Address: _____

Owner Address: _____
(for communication)

Parcel # (If applicable): _____

Project Description

Will this project only be used to improve street-facing facades? **YES** **NO**

Will this project use appropriate materials/designs? **YES** **NO**

Have you fully read the Façade Grant Guidelines? **YES** **NO**

Do you plan on using a contractor? * **YES** **NO**

Brief Description of Project:

Required Attachments

- Photos of project site.
- Signed copy of Match Funding Commitment Letter.
- Three (3) contractor estimates. **
- Proof of Ownership. ***
- Design information.
- List of materials.

Application Agreement

I agree to fully follow the Façade Grant Guidelines as well as the rules and regulations of the City of Shamokin and the Pennsylvania Department of Community and Economic Development. To the best of my knowledge, the information provided in this application is true and accurate. I understand that any falsification of the information provided or the violation of the Façade Grant Guidelines can potentially lead to the termination of my application.

Signature: _____

Date: _____

*Please note that if an applicant wishes to do the work themselves, grant funding will only cover the cost of materials.
**An applicant that anticipates doing any work themselves still must submit at least three (3) contractor estimates.
***Examples are but not limited to: Deed, Lease Agreement, Northumberland County GIS Map Information, Tax Information, etc.

Funding Commitment Letter

To Whom it Concerns,

PA Department of Community and Economic Development
Keystone Communities Program
Façade Grant

This letter is to indicate that the below signatory, if awarded, agrees to provide a matching amount of up to \$5,000 upon their participation in the City of Shamokin's application for the Keystone Communities Program Façade Grant (application number 8634560). The signatory acknowledges that unless otherwise stated by the Pennsylvania Department of Community and Economic Development (DCED), funding for each facade (home or storefront) will not exceed \$5,000 regardless of the total project cost. The signatory also understands that façade improvements for non-residential buildings and rental properties must be matched dollar-for-dollar and are not eligible for a match waiver; façade improvement for homeowners must be matched dollar-for-dollar for owners with an income above 120% of the median income for the community; And that labor provided by the owner of a property is not an eligible cost for reimbursement or match consideration. In addition, the signatory understands and agrees to follow all additional rules and regulations affiliated with the application, the City of Shamokin, and DCED.

Signature: _____

Date: _____

Print: _____

Contact Info: _____

Site Location: _____

Acknowledgement of Receipt for:

EXHIBIT A: NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

I _____ (please print name), applicant for a \$5,000 façade grant through Pennsylvania Department of Community and Economic Development and the City of Shamokin have been provided with a copy of Exhibit A: Nondiscrimination/Sexual Harassment Clause provided by Pennsylvania Department of Community and Economic Development. I also understand that I am responsible for reviewing and complying.

Signature

Date

EXHIBIT A:

NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

During the term of the Contract, the Grantee (known herein as "Grantee") agrees as follows:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the grant agreement or any subgrant agreement, contract, or subcontract, the Grantee, a subgrantee, a contractor, a subcontractor, or any person acting on behalf of the Grantee shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the *Pennsylvania Human Relations Act* (PHRA) and applicable federal laws, against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
2. The Grantee, any subgrantee, contractor or any subcontractor or any person on their behalf shall not in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any of its employees.
3. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, in the provision of services under the grant agreement, subgrant agreement, contract or subcontract.
4. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the *Public Employee Relations Act*, *Pennsylvania Labor Relations Act* or *National Labor Relations Act*, as applicable and to the extent determined by entities charged with such Acts' enforcement, and shall comply with any provision of law establishing organizations as employees' exclusive representatives.
5. The Grantee, any subgrantee, contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the grant services are performed shall satisfy this requirement for employees with an established work site.
6. The Grantee, any subgrantee, contractor or any subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.

7. The Grantee and each subgrantee, contractor and subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The Grantee and each subgrantee, contractor and subcontractor further represents that it has filed a Standard Form 100 Employer Information Report ("EEO-1") with the U.S. Equal Employment Opportunity Commission ("EEOC") and shall file an annual EEO-1 report with the EEOC as required for employers' subject to *Title VII of the Civil Rights Act of 1964*, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any contractor or any subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the granting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for the purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.
8. The Grantee, any subgrantee, contractor or any subcontractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subgrant agreement, contract or subcontract so that those provisions applicable to subgrantees, contractors or subcontractors will be binding upon each subgrantee, contractor or subcontractor.
9. The Grantee's and each subgrantee's, contractor's and subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the grant agreement through the termination date thereof. Accordingly, the Grantee and each subgrantee, contractor and subcontractor shall have an obligation to inform the Commonwealth if, at any time during the term of the grant agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.
10. The Commonwealth may cancel or terminate the grant agreement and all money due or to become due under the grant agreement may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, contractor, or subcontractor in the Contractor Responsibility File.

City of Shamokin Façade Grant Checklist

Contract Activity Period: August 1, 2021 and June 30, 2023

NOTE ALL PROJECTS MUST COMPLY WITH ANY AND ALL PERMITTING AND ZONING REGULATIONS FOR THE CITY OF SHAMOKIN!*

Recipient: _____

Email address: _____ Contact Phone #: _____

Recipient Address: _____

Award Address: _____ Parcel ID: _____

Please ensure all the items below have been provided when submitting **APPLICATION**:

- Project Application
- Proof of Ownership
- Before Photos (must be electronic color photos)
- Funding Commitment Letter
- 3-arm's length bids/quotes (i.e. at least 3 quotes from vendors).
- Explanation on why property owner chose certain vendor(s).
- Nondiscrimination/sexual harassment provision signed by property owner. (Exhibit A from DCED)

Please ensure all the items below have been provided when submitting for **REIMBURSEMENT**:

- Keystone Communities Program-Payment Request Form.
- Executed contract between City and Applicant. This is the award letter received from the City. (List award amount)
- Invoices verifying costs incurred. Include evidence of proper bidding and procurement procedures. (bids and supply invoices)
- Evidence of compliance with the Pennsylvania Prevailing Wage Act. (*NOT REQUIRED IF PROJECT IS UNDER \$25,000)
- After Photos (must be electronic color photos)
- Executed contracts, subcontracts, and/or agreements with vendors (both can sign off on selected estimates)
- Certificate of Insurance for Vendor (if vendor is not insured, property owner must provide proof of current coverage for any liabilities)
- Final invoice signed off on by vendor and owner stating project complete

Date submitted for reimbursement: _____ Received by City: _____

Instructions for completing application for application and reimbursement

Please ensure all the items below have been provided when submitting **APPLICATION**:

- Project Application
 - This application is available from City Hall and needs to be part of the original submission process
- Proof of Ownership
 - The official deed must be included in the original submission process or other proof of ownership such as tax records
- Before Photos (must be electronic color photos)
 - Include pictures that show the need for façade improvement
- Funding Commitment Letter
 - A sample letter that can be signed will be part of the original submission packet
- 3-arm's length bids/quotes (i.e. at least 3 quotes from vendors)
 - 3 quotes must be included to cover each specific element of the construction
- Explanation on why property owner chose certain vendor(s)
 - This can be a simple memo explaining the selection decision between the 3 quotes
- Nondiscrimination/sexual harassment provision signed by property owner. (Exhibit A from DCED)
 - The document titled Façade Grant DCED Guidelines has an Exhibit A regarding nondiscrimination. Please print those 2 pages, sign the bottom and include them with your request for reimbursement

Please ensure all the items below have been provided when submitting for **REIMBURSEMENT**:

- Keystone Communities Program-Payment Request Form.
 - The document titled Master – Keystone Communities Payment Request – Voucher – 01-22-19.pdf must be completed to request reimbursement
- Executed contract between City and Applicant. This is the award letter received from the City. (List award amount)
 - The award letter received from the city should be included in the request for reimbursement and should be signed and dated by the recipient as well.
- Invoices verifying costs incurred. Include evidence of proper bidding and procurement procedures. (bids and supply invoices)
 - Include detail of supplies, materials and labor involved in the renovation of the facade
- Evidence of compliance with the Pennsylvania Prevailing Wage Act. (*NOT REQUIRED IF PROJECT IS UNDER \$25,000)
 - This is specifically necessary for projects in excess of \$25,000 only
- After Photos (must be electronic color photos)
 - Include pictures that clearly display the DCED sign provided with the award letter
- Executed contracts, subcontracts, and/or agreements with vendors (both can sign off on selected estimates)
 - Provide a signed copy of the selected quotes, specifically indicating that the invoice was paid, including cancelled checks or other confirmation
- Certificate of Insurance for Vendor (if vendor is not insured, property owner must provide proof of current coverage for any liabilities)
 - If the contractor carries insurance, a Certificate of Insurance can be provided. If Vendor is not insured or if the property owner performed the work, coverage on the building can be included