



# DCP Façade Grant Program Application

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## I. INTRODUCTION

The DCP Façade Grant Program has been established to improve facades and storefronts of rate-paying and contributing properties within the Downtown Wilkes-Barre Business Improvement District (DWBBID). The program is administered by the Diamond City Partnership, which manages the DWBBID.

## II. PURPOSE

The DCP Façade Grant Program provides matching grants for the preservation, restoration, and maintenance of existing commercial buildings owned by ratepayers or contributors to the DCP. The grant dollars are intended to produce visible changes to commercial building facades and storefronts and, where appropriate, to encourage the reversal of previous “inappropriate” remodeling. Since funding sources are limited, priority will be given to projects demonstrating the most substantial positive impact on the appearance of the building and streetscape.

## III. TARGET AREA

The DCP Façade Grant Program is available to all rate-paying or contributing properties within the Downtown Wilkes-Barre Business Improvement District. That 231-acre district encompasses Downtown Wilkes-Barre’s commercial core.

## IV. ELIGIBILITY

### A. Building

Funds must be used for façade or storefront rehabilitation of existing commercial buildings within the designated target area (see above). All properties must be conforming uses or legal nonconforming uses under the City of Wilkes-Barre’s zoning ordinance. Properties will not be eligible if any DWBBID assessments or real estate taxes for the subject property are delinquent. One grant per applicant will be allowed every five calendar years. Buildings with multiple tenants must be remodeled in a unified manner.

### B. Applicant

Owners, tenants, or owner/tenant joint ventures may submit applications under this program. Ratepayers, either as applicants in their own right or as the landlords of tenants who are applicants, must be current with their DWBBID assessment fee at time of submission. Tenants must include the written approval of the property owner and evidence of their leasehold interest in the application; and they must comply with all requirements and standards as deemed necessary by the DWBBID.

## C. Activities

### 1. Eligible Activities:

Eligible activities shall include, but are not limited to, the following:

- A. Design and maintenance improvements made to front, rear or side building elevations. NOTE: Priority will be given to front facades.
- B. Repair and/or replacement of original building materials and decorative details that are deteriorated or missing.
- C. Repair of non-original materials that cannot be removed due to deterioration of the underlying original building material.
- D. Cleaning of exterior building surfaces.
- E. Tuck pointing and masonry repair.
- F. Painting.
- G. Repair, replacement or addition of entrances, doors, display windows, transoms or upper-story windows.
- H. Landscaping improvements connected to existing structure.
- I. Exterior improvements for the handicapped including ramps, doors, door openers, walks, guardrails, no-slip materials or level platforms at doors.
- J. Exterior signage – repaired, rehabilitated, or new.

### 2. Ineligible Activities

The following activities are not eligible for funding by this program:

- A. Roof repairs.
- B. Construction of new buildings.
- C. Structural additions to existing buildings.
- D. Purchase of property and/or buildings.
- E. Equipment.
- F. Interior fixtures & furnishings.
- G. Inventory or operating capital.
- H. Design fees.

All applicants must utilize the Diamond City Partnership's design standards as the basis for any façade or storefront improvements to be funded by the DCP Façade Grant Program.

## V. PROGRAM FUNDING

This is a matching-grant program; in other words, the applicant must put in \$1 of private funding for every \$1 of Façade Grant funding that they receive, up to a maximum of \$2,500.00.

All grant funds are allocated and administered by DCP, which manages the DWBBID. The grant runs on a "first come, first serve" basis, and funds are available up to the amount budgeted annually by DCP. Grant amounts and formulas are subject to change.

Applicants shall be eligible to apply for grant funding once per every five calendar years, and are eligible for a maximum of \$2,500.00 per round.

## VI. DESIGN STANDARDS

All applicants must utilize the Diamond City Partnership's design standards as the basis for any façade or storefront improvements to be funded by the DCP Façade Grant Program.

The design standards are intended to ensure that all improvements funded by the Façade Grant Program:

- Preserve a property's distinctive historic or architectural features.
- Complement the surrounding built environment and urban context.
- Respect the architectural and historical scale, color, rhythm and proportions of the building and its neighbors.
- Incorporate signage and awnings that are architecturally compatible and contributes positively to the historic character of Downtown Wilkes-Barre.

The design standards are described further in the enclosed document. DCP reserves the right to add to the standards described in the enclosed document at any time.

## VII. APPLICATION PROCESS

1. The applicant obtains application and design standards from the Diamond City Partnership to develop ideas for improvements. **Please note:** applicants are encouraged to review their concept with DCP prior to submitting an application.
2. Based upon a concept, the applicant obtains preliminary cost estimates from a contractor selected by the applicant.
3. The applicant completes and submits an application, which must include relevant design plans, cost estimates and construction schedules. **Each applicant should include an application fee of \$20 payable to DCP with each submission.**
4. The completed application is submitted to the DCP's Design Committee for final approval. The Design Committee meets once a month to review applications.
5. The Design Committee or DCP staff will contact applicants within 14 days of the review.
6. If the Design Committee approves the application, the Committee will issue a letter of commitment, which must be signed and returned by the applicant. If the Design Committee does not approve the application, DCP staff will explain the reasons for rejection, and what steps must be taken to gain approval.

## VIII. POST-APPLICATION PROCESS

1. Funded projects must be started within three months of Design Committee approval and completed within 12 months of Design Committee approval.
2. Any changes in the approved work specifications must be approved by the Design Committee. Those approved changes to the specifications will be attached to the original applications dated and signed by DCP staff. Deviations from an approved plan may disqualify the applicant from this program.
3. The applicant must provide DCP staff with proof that the work has been completed according to the approved plan before any Façade Grant payment will be issued to the applicant. Therefore, applicants' matching funds must be used to make any initial payments to a contractor for work performed under this program. ***DCP Façade Grant money will not be released until the completed work is approved by DCP.***

DOWNTOWN WILKES-BARRE BUSINESS IMPROVEMENT DISTRICT  
2024 DCP FACADE GRANT APPLICATION

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Name of person applying: \_\_\_\_\_

Subject business or  
property: \_\_\_\_\_

Address of subject  
property: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Property owner  
name: \_\_\_\_\_

Property owner  
address: \_\_\_\_\_

Property owner phone:  
\_\_\_\_\_

Brief Project Description:

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Required Attachments (check all that are attached):

- \_\_\_\_\_ Copies of bids/cost estimates for proposed work
- \_\_\_\_\_ Paint color or material sample, if applicable
- \_\_\_\_\_ Facade plan or other applicable diagrams, sketches, pictures, etc.
- \_\_\_\_\_ Budget worksheet (on reverse)
- \_\_\_\_\_ Current photograph(s) of building
- \_\_\_\_\_ Letter allowing exterior improvements if not the building owner
- \_\_\_\_\_ Application fee: \$20.00

Estimated Total Project Cost: \_\_\_\_\_

Estimated Eligible Expenses: \_\_\_\_\_ (From budget worksheet)

Amount of Request: \_\_\_\_\_

(Not to exceed 50% of eligible expenses, \$2,500.00 maximum award)

## 2024 FACADE Grant Request – Budget Worksheet

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### Eligible Grant Expenses:

(Please attach copies of bids or cost estimates to your application)

Doors	\$ _____
Masonry Work	\$ _____
Carpentry	\$ _____
Electrical	\$ _____
Windows	\$ _____
Paint (Exterior only)	\$ _____
Awnings	\$ _____
Signage	\$ _____
Other (list below):	\$ _____
_____	\$ _____
_____	\$ _____
<i>Total Eligible Expenses:</i>	\$ _____

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Signature of Applicant

Date

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Signature of Property Owner  
(if different from Applicant)

Date

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### **This section to be completed by DCP staff:**

Date Received: \_\_\_\_\_

Date Reviewed by Committee: \_\_\_\_\_

Grant Amount Awarded: \_\_\_\_\_

Date Applicant Notified: \_\_\_\_\_

Date Project Completed: \_\_\_\_\_

Date Funds Distributed: \_\_\_\_\_