

Waterford Borough Mission Main Street Sidewalk Grant Program

PROGRAM GUIDELINES

Deadline to Apply: July 16, 2021

The Waterford Borough Mission Main Street Sidewalk Program seeks to assist property owners in restoring or building sidewalks in order to create a more walkable downtown and promote and increase pedestrian traffic. The purpose of the Sidewalk Grant Program is to:

- preserve the small-town sociable atmosphere,
- promote safe and hazard free pedestrian traffic,
- stimulate private investment in the form of new development, redevelopment, and renovation that makes the Waterford Business District more walkable,
- foster civic pride and a sense of place, and
- increase commerce and profits, attract new businesses, retain existing businesses, attract all age groups, and encourage long-term commitments to the community.

Applicants will be required to meet with representatives of the Waterford Grant Committee prior to submitting an application and review project and budget details.

These sidewalk grants will be made on a 50/50 matching basis. Waterford Borough will provide up to 50% of the project cost as a grant with the remaining 50% of the cost being the property/business owner's responsibility. The maximum grant awarded will be \$5,000.

The Waterford Grant Committee reserves the right to consider increasing matching funding for "significant properties" such as corner buildings or anchor buildings as well as extenuating circumstances.

Grants will be made on a reimbursement basis, following a process which includes application submittal, committee review and approval, and then construction. Applicants will receive grant funds after completion of the approved sidewalk improvement project and submission of "after" project photographs, copies of invoices, receipts, and proof of payment(s).

All projects must be completed within six (6) months of grant award notification. Grant monies may not be used for permit fees, benches, trees, flowers, shrubs, or any other items which would be considered part of the sidewalk service zone.

Program Boundaries:

The designated downtown boundary is Walnut Street to Cherry Street from the south borough line to the center line of 5th Street.

Eligibility:

Any person(s) owning commercial property in the established boundaries is eligible to apply. Qualifying commercial properties include single-purpose retail and office buildings and mixed-use buildings containing combinations of retail, office, and residential apartments. Merchants located in the defined area are eligible to apply with the property owner's consent.

Only the portion of the sidewalk which runs parallel to the street right-of-way is eligible for the purpose of total project cost when considering grant percentage reimbursement.

Grant funding may not be used to pay for work that is currently in progress or has been completed. Only one application per project may receive funding. Corner property lots can be considered two separate projects provided the individual grants pertain to separate property lines facing a different street right-of-way.

Funding for phased projects will be considered on a case-by-case basis when compelling circumstances are presented by an applicant.

All improvements must comply with standards set forth in the Waterford Borough zoning ordinance and building codes, as well as applicable sections of the Pennsylvania building codes and the federal Americans with Disabilities Act Accessibility Guidelines.

Applicants must be up-to-date and/or in compliance with all local, state, and federal taxes.

Technical Assistance:

If grant funds are awarded to a sidewalk project, up to \$400 of the grant may be used for engineering services to assist with development of an appropriate sidewalk design and help acquire necessary permits. The actual cost of any permits is not eligible for any reimbursement under this program.

Prevailing Wage Act:

Because the sidewalk program is funded in part by the Erie County Gaming Revenue Authority, the Waterford Mission Main Street Sidewalk Grant Program is subject to the Prevailing Wage Act which specifies that if the entire project cost exceeds \$25,000, prevailing wages must be paid to construction workers.

"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."

"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. Any questions as to final prevailing wage obligations should be directed to the Bureau of Law Compliance at 1-800-932-0665."

Selection Process:

Grants will be awarded based upon the degree to which proposed projects will improve the safety, walkability, and aesthetics of the downtown environment. Only complete applications will be accepted for processing.

Grant applications will be reviewed by the Waterford Grant Committee, which will be made up of five or seven individuals and include representatives from the Borough of Waterford, the Waterford community, and Preservation Erie. The committee will evaluate the completeness of information, supporting documents and compliance with the requirements of the sidewalk grant program. This review process will be completed within one month of the application deadline.

Only work approved by the Waterford Grant Committee will be eligible for reimbursement through the Waterford Mission Main Street Sidewalk Grant Program. Project work may not begin until the property/business owner receives written approval from Waterford Borough.

Once an application is approved, but before work may begin, the applicant must submit a work schedule for the approved project. All projects must be completed within a designated timeframe, agreed upon by the grantee and Waterford Grant Committee. If work is not completed in the agreed timeframe, all grant money will be forfeited. If unforeseen circumstances occur which delay the project, exceptions may be considered.

Approved projects are required to meet all applicable codes and ordinances of the Waterford Borough. Grantees are also required to secure any necessary permit(s) from the Borough or other appropriate parties before work can commence. Grant approval does not constitute nor forgive any permit requirements or approvals.

Required Documentation:

Applicants must supply one (1) copy of the following items with the completed Waterford Mission Main Street Sidewalk Grant Program Application.

- A complete, detailed written description of the proposed project
- A plot diagram showing location of buildings, streets and sidewalk
- Complete project cost estimates from contractors and/or material suppliers
- A detailed work schedule, which includes an estimated project completion date
- Proof of financial responsibility (current on all municipal, school district and county taxes)
- Matching fund verification
- Signed Hold Harmless Agreement (if applicable)

Application Submission:

Please submit complete applications to:

Waterford Borough / Mission Main Street Sidewalk Grant Program
c/o Waterford Borough
30 South Park Row
P.O. Box 486
Waterford, Pennsylvania 16441

Questions?

Contact Waterford Borough Secretary Stacy Mattson at (814) 796-4709 during the borough office's open hours Monday, Wednesday, and Thursday 9:00 am - 3:00 pm.

WATERFORD BOROUGH SIDEWALK GRANT APPLICATION

If you have questions regarding the completion of this application or the eligibility of your project, contact Borough Secretary Stacy Mattson at (814) 796-4709. The deadline to apply is July 16, 2021.

Applicant's Name

Business Name

Project Site Address _____ **Corner/Anchor Building** Yes ___ No ___

Mailing Address (if different from project site address)

Phone

Email

Are you the owner(s) of record of the subject property?

Yes ___ No ___

If you are not the owner of the property, please complete the next three lines of information, as well as the Release and Hold Harmless Agreement in collaboration with the property owner.

Property Owner's Name

Property Owner's Address

Property Owner's Phone AND Email

Brief Project Description: Please provide a description of the project and proposed timeline. You may attach a separate sheet, if needed.

TOTAL ESTIMATED COST OF PROJECT: _____ **AMOUNT REQUESTED:** _____

The maximum reimbursement allowed under the Sidewalk Grant Program may not exceed 50% of the total project cost up to a maximum of \$5,000, or as otherwise noted. The Sidewalk Grant Program may not be used to pay for work that is currently in progress or has already been completed.

Anticipated Project Start Date: ____/____/____ **Anticipated Project Completion Date:** ____/____/____

Additional Funding Source(s): Check all that apply to your project.

- _____ Cash
- _____ Bank Loan
- _____ Other: Please specify: _____

The applicant acknowledges the terms and conditions associated with the Sidewalk Grant Program and agrees to comply with all of its requirements.

Signature of Applicant **Date**

Signature of Property Owner (If different from above.) **Date**

Submit grant applications to:

Sidewalk Grant Program
Waterford Borough
30 South Park Row
P.O. Box 486
Waterford, PA 16441

~ For Sidewalk Grant Committee Use Only ~

Date Application Received: _____ *By:* _____

- Is the property located within the program boundaries?* Yes _____ No _____
- Is the application packet complete?* Yes _____ No _____
- Is the applicant compliant with taxes?* Yes _____ No _____
- Has the applicant proven their fiscal responsibility?* Yes _____ No _____

Approved: Yes _____ No _____

**RELEASE AND HOLD HARMLESS AGREEMENT
FOR WATERFORD BOROUGH
SIDEWALK GRANT PROGRAM**

**(Required for applicants are tenants and do not own the property
for which façade funding is being sought.)**

This Release, executed on the ____ day of _____, 20____, by _____ (Property Owner) and _____ (Tenant, if applicable) of _____ (Street Address), Borough of Waterford, Erie County, State of Pennsylvania, referred to as Releasor(s).

In consideration of being granted monies for restoration, modifications, signage, or other physical changes to the property located at the above address, the Releasor(s), understands that they are solely responsible for providing their own contractors, and to assure that those contractors are fully insured and licensed and have obtained all necessary permits in accordance with Borough and State regulations.

Releasor(s) waives, releases, discharges, and covenants not to sue Waterford Borough for loss or damage, and claims or damages therefore, on account of any work that has been performed in accordance with Borough or State guidelines.

Releasor(s) agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Pennsylvania and that if any portion of the agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Releasor(s) further states that it has carefully read the above release and knows the contents of the release and signs this release as its own free act.

Releasor's obligations and duties hereunder shall in no manner be limited to or restricted by the maintaining of any insurance coverage related to the above referenced event.

This release contains the entire agreement between parties to this agreement and the terms of this release are contractual and not a mere recital.

Dated this _____ day of _____, 20____.

Property Owner

Signature Witness

Please Print

Tenant Signature (if applicable)

Signature Witness

Please Print