

# Waterford Borough Interior/Structural Improvement Grant Program

## Deadline to Apply: July 16, 2021

### APPLICATION GUIDELINES

The Waterford Borough Interior/Structural Improvement Grant Program seeks to assist commercial property owners and/or business owners (with property owner permission) with projects that rehabilitate, restore, or preserve historic resources in the downtown in order to enhance the vibrancy of the central business district. The purpose of the grant program is to:

- preserve the architectural heritage of the downtown,
- foster an attractive and safe environment,
- stimulate private investment in the form of new development, redevelopment, and renovation that is consistent with the historic integrity of the downtown,
- foster civic pride and a sense of place, and
- create a compelling image to 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 Grant Committee prior to submitting an application and review project and budget details.

These 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 \$20,000.

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

All projects must be completed within nine (9) months of grant award notification.

Applications are due July 16, 2021. Priority will be given to projects that meet all of the criteria and will have the greatest overall impact on the downtown.

#### **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.

Single-purpose apartment buildings are generally not eligible for this grant program. However, individual proposals will be considered on a case-by-case basis.

There are three categories of support defined in the following paragraphs. Examples of eligible projects, interior or exterior, are provided after the definitions and apply to all three categories.

## **Preservation**

The act or process of applying measures necessary to sustain the existing form, integrity and materials of a historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of the mechanical, electrical and plumbing systems and other code required work to make properties functional is appropriate within a preservation project.

## **Rehabilitation**

The act or process of making possible a compatible use for a property through repair, alterations and additions while preserving those portions or features which convey its historical, cultural and architectural values.

## **Restoration**

The act or process of accurately depicting the form, features and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code related work to make properties functional is appropriate within a restoration project.

Work may be interior or structural. Specific examples of fundable project work include the following:

- Site work - subsurface investigation, selective demolition, drainage and restoration of designed landscapes and gardens;
- Concrete - poured-in-place concrete, precast concrete, concrete restoration and cleaning, excludes sidewalk replacement/repair;
- Masonry - brick or stone repair or replacement, repointing mortar joints and cleaning;
- Metals - structural metal framing and metal restoration or replacement;
- Wood and Plastics - rough and finish carpentry, architectural woodwork and millwork;
- Thermal and Moisture Protection - roofing, flashing, waterproofing, damp proofing and insulation;
- Doors and Windows - repair and restoration, frame repair, replacement and hardware;
- Finishes - lath and plaster repair, gypsum wallboard, ceramic tile, wood paneling, floors and painting;
- Conveying Systems - elevators;
- Mechanical - plumbing, fire protection systems, heating, cooling and air distribution;
- Electrical - service, distribution and lighting; and
- Accessibility improvements for people with disabilities.

## **Ineligible Activities**

Interior/Structural Improvement Grants may not be used to fund the following:

- Mitigation activities performed as a condition or precondition for obtaining a state or federal permit or license;
- New construction;
- Reconstruction such as recreating a building or landscape;
- Projects whose entire scope of work consists solely of routine or cyclical maintenance;
- Landscaping as part of parking lots, sidewalks, etc.;
- Projects which consist only of predevelopment work such as construction documents; and
- Acquisition of properties and/or land.

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.

When possible, improvements should comply with the Secretary of the Interiors Standards for Rehabilitation located at <https://www.nps.gov/tps/standards/rehabilitation.htm>. If questions arise, please refer them to Preservation Erie at [info@preservationerie.org](mailto:info@preservationerie.org).

Grant funding may not be used to pay for work that is currently in progress or has been completed.

Only one application per project per property may receive funding through this grant program. Receipt of Interior/Structural Improvement Grant funds will not exclude the applicant from applying to the Sidewalk or Façade Improvement Grant Programs. Funding for phased projects will be considered on a case-by-case basis when compelling circumstances are presented by an applicant.

The Grant Committee reserves the right to consider increasing matching funding for “significant structures,” such as anchor buildings.

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 project, up to \$1,000 of the grant may be used for architectural services to assist with development of an appropriate design and help acquire necessary permits.

**Prevailing Wage Act:**

Because it is funded in part by the Erie County Gaming Revenue Authority, the Interior/Structural Improvement Grant Program is subject to the Prevailing Wage Act which specifies that if the entire project costs are over \$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.”

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## SELECTION PROCESS

Grants will be awarded based upon the level of improvements, the accuracy of historic preservation and the vitality and significant impact the project will make to the downtown environment. Only complete applications will be accepted for processing.

The grant application will be reviewed by the 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 and supporting documents and compliance with the requirements of the grant program, and provide a funding

recommendation to Waterford Borough Council, which is the final decision-making authority. Once a funding recommendation has been approved by Borough Council, awards will be announced and applicants contacted. This review process will be completed within one month of the application deadline.

Only work approved by Waterford Borough Council will be eligible for reimbursement through the Interior/Structural Improvement Grant Program. Project work may not begin until the property/business owner receives written approval from Waterford Borough.

All projects must be completed within a designated timeframe, agreed upon by the grantee and 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 Borough. Grantees are also required to secure any necessary permit(s) from the Borough or other appropriate parties before work can commence.

Once a project has been completed, the grantee must send a letter of project completion, "after" photographs, copies of all receipts and permits, and proof of payment for materials and labor to the Grant Committee, care of Waterford Borough.

It is the responsibility of the grantee to fulfill financial obligations to all contractors and sub-contractors for material and labor expenses.

Once the work is completed and reviewed by the Grant Committee, Waterford Borough will reimburse the property owner in accordance with the terms of the grant within one month. Work not completed in accordance with the approved project description may be denied payment.

In order to receive reimbursement, the following will need to be satisfactorily addressed.

1. The project must be completed in conformance with the design plan and/or project as submitted, reviewed and approved by the Grant Committee.
2. If the scope of work, construction materials, or project timeline need to be changed, the grantee must obtain pre-approval from the Grant Committee.
3. The grantee must complete final inspections, if required by the Borough.

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## **APPLICATION CHECKLIST**

*Applicants must supply one (1) copy of the following items with the completed Interior/Structural Improvement Grant Program Application.*

- A complete, detailed written description of the proposed project
- Paint color samples and/or finishing material samples (if appropriate)
- Current color photographs of the property to be addressed
- Historic photos of the property (if available)
- Complete project cost estimates from contractors and/or material suppliers
- Matching fund verification, such as a letter from a banking institution confirming the availability of matching funds
- Signed Hold Harmless Agreement (if applicable)

**WATERFORD BOROUGH INTERIOR/STRUCTURAL  
IMPROVEMENT 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**

\_\_\_\_\_ **Corner/Anchor Building** Yes \_\_\_ No \_\_\_  
**Project Site Address**

\_\_\_\_\_  
**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.

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\_\_\_\_\_

**TOTAL ESTIMATED COST OF PROJECT:** \_\_\_\_\_ **AMOUNT REQUESTED:** \_\_\_\_\_

*The maximum reimbursement allowed under the Interior/Structural Improvement Grant Program may not exceed 50% of the total project cost up to a maximum of \$20,000, or as otherwise noted. The Interior/Structural Improvement 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 Interior/Structural Improvement 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:

Interior/Structural Improvement Grant Program  
Waterford Borough  
30 South Park Row  
P.O. Box 486  
Waterford, PA 16441

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**~ For 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  
INTERIOR/STRUCTURAL IMPROVEMENT GRANT PROGRAM  
(Required for applicants who are tenants and do not own  
the building for which funding is being requested.)**

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