



Date of Application: _____

**Oil City Main Street
Façade Matching Grant Application
Main Street Matters' Grants increased to up to \$10,000 (No minimum)**

Please complete the following application and attach all necessary and supportive documents that will be used to consider approval for the Main Street Façade Improvement Grant. Funding requires a dollar-for-dollar, 50/50 match by the applicant.

Applications are due on the last day of the month to allow time for review by the Oil City Main Street Design Committee during their regularly scheduled meeting of the following month.

Property Information:

Address of Property: _____
(Funding is available for properties located within the designated Main Street area only)

Current uses of the property:

____ Commercial ____ Commercial w/residential on upper floors (____ Units)
____ Vacant ____ Occupied ____ X ____ Other: Food Pantry

If occupied, is this an owner-occupied property: ____ Y ____ N

Applicant:

Name: _____

Phone: _____ Cell: _____

Email: _____

Applicant is the ____ Property Owner ____ Commercial Tenant (if tenant, property owner must sign off on all façade improvement requests.) **Attach a copy of the current lease.** If the applicant is not the property owner please provide the following:

Property Owner: _____

Phone: _____ Cell: _____

Email: _____

Property Owner Signature: _____ Date: _____

Summarize the current condition of the property:

Describe any significant structural, mechanical, electrical, and/or plumbing issues as well as any significant fire safety and/or code violations:

Describe your plan and matching financing mechanism to remedy these issues and attach documentation of financing mechanism(s):

Describe the scope of work of your proposed façade improvement:

How will this project enhance/impact the visual appearance of the building?

How will this project enhance/impact the overall appearance of our downtown?

Applicant MUST provide a complete copy of all of the following documentation for the scope of work outlined above:

- ☐ Photographs of current conditions (photos can be hard copy or digital) If digital, hard copies must also be provided.
- ☐ Two (2) estimates/quotes from different contractors. Please include the contractor's license number and indicate which contractor you will be using.
 - If work is to be performed by someone other than a professional contractor, please provide cost estimate of repairs/improvements such as cost of material.
- ☐ Product samples, color swatches, drawings/renderings, etc. as necessary to clearly illustrate improvements under consideration.
 - If the funding is to be used for painting, we encourage you to select colors from the designated color palettes recommended by the Design Committee.
- ☐ Proof that all taxes (city, school AND county) are paid and current.
- ☐ Proof of ownership or consent by owner of work to be done.
- ☐ Proof of insurance.

Items eligible for program funding are listed below. The total maximum funding for a single façade application is 50% of the project cost, not to exceed \$10,000.00 (total dollar funding can be a combination of one or more of the below items):

- **Awnings/Canopies:** replace or repair existing awnings as well as purchase of new awnings - reimbursable up to \$10,000.00. Must meet all state & local requirements.
- **Signs:** exterior only; reimbursable up to \$10,000.00 – All signs must comply with Oil City regulations.
- **Paint, Exterior Restoration, and/or Architectural Elements:** exterior only; reimbursable up to \$10,000.00
- **Windows:** reimbursable up to \$10,000
- **Doors:** reimbursable up to \$10,000
- **Design Assistance:** reimbursable up to \$1,000.00
- **Lighting:** exterior only; reimbursable up to \$10,000.00

Estimated Cost of Work: \$ _____

Requested Grant Amount: \$ _____

Anticipated Start Date: _____

Anticipated Completion Date: _____

An on-site review of the project must be completed prior to the approval of funding. The applicant or representative on behalf of the applicant must be present for the on-site review. Please be aware that the applicant must obtain all necessary permits, and the Oil City Code Administration Dept. must inspect all work before, during, and after to ensure compliance to all Oil City ordinances and state regulations. All work must conform to current local and state building codes and permits.

If you have questions about the application, contact the Oil City Main Street Manager at 814-677-3152 x 101 or srosen@oilregion.org

Please return the completed Grant Application along with all required documentation to:

Oil City Main Street Manager
c/o Oil Region Alliance
217 Elm Street
Oil City, PA 16301
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NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

1. **Representations.** The Grantee represents that it is presently in compliance with and will remain in compliance with all applicable federal, state, and local laws, regulations, and policies relating to nondiscrimination and sexual harassment for the term of the agreement. The Grantee 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 its books, records, and accounts by the Commonwealth for the purpose of ascertaining compliance with provisions of this Nondiscrimination/Sexual Harassment Clause.

2. **Nondiscrimination/Sexual Harassment Obligations.** The Grantee shall not:

- a. in any manner discriminate in the hiring of any employee(s) for the performance of the activities required under this agreement or any subgrant agreement, contract, or subcontract, 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.
- b. 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.
- c. 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 this agreement or any subgrant agreement, contract, or subcontract.
- d. in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of PHRA and applicable federal laws, against any subgrantee, contractor, subcontractor, or supplier who is qualified to perform the work to which this agreement relates.
- e. 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 the Acts’ enforcement and shall comply with any provision of law establishing organizations as employees’ exclusive representatives.

3. **Establishment of Grantee Policy.** The Grantee shall establish and maintain a written nondiscrimination and sexual harassment policy that complies with the applicable law and these Nondiscrimination/Sexual Harassment provisions and shall inform its employees in writing of the policy. The policy must contain a provision that states that sexual harassment will not be tolerated and employees who practice it will be disciplined. For the entire period of this agreement, the Grantee shall: (1) post its written nondiscrimination and sexual harassment policy or these Nondiscrimination/Sexual Harassment provisions conspicuously in easily accessible and well-lit places customarily frequented by employees at or near

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where the grant activities are performed; or (2) provide electronic notice of the policy or this clause to its employees not less than annually.

4. **Notification of Violations.** The Grantee’s obligations pursuant to these provisions are ongoing from the

effective date and through the termination date of the agreement. Accordingly, the Grantee shall notify the Commonwealth if, at any time during the term of this agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.

5. Cancellation or Termination of Agreement. The Commonwealth may cancel or terminate this agreement and all money due or to become due under this agreement may be forfeited for a violation of the terms and conditions of these Nondiscrimination/Sexual Harassment provisions. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee in the Contractor Responsibility File.

6. Subgrant Agreements, Contracts, and Subcontracts. The Grantee shall include these Nondiscrimination/Sexual Harassment provisions in its subgrant agreements, contracts, and subcontracts with all subgrantees, contractors, and subcontractors providing goods or services under this agreement. The incorporation of these provisions in the Grantor's subgrants, contracts, or subcontracts does not create privity of contract between the Commonwealth and any subgrantee, contractor, or subcontractor, and no third-party beneficiaries are created by those provisions. If the Grantee becomes aware of a subgrantee's, contractor's, or subcontractor's violation of these provisions, the Grantee shall use its best efforts to ensure the subgrantee's, contractor's, or subcontractor's compliance with these provisions.

Grantors Signature: _____ Date: _____

Printed Name

Title

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Contractors Signature: _____ Business Name: _____ Date: _____

Printed Name

Title

All contractors need to read and sign

STATEMENT OF UNDERSTANDING

I understand that this Façade Improvement Grant Program is funded by Pennsylvania DCED and any grant that I may be approved for by the Oil City Main Street Program shall be **contingent upon the availability of state fun**

I understand that this is a **matching grant** and if I qualify, I can only receive up to **50%** of the cost of the eligible projects, not to exceed \$10,000.00, subject to the maximum limits stated above as well as in detail through the Oil City Main Street Façade Guidelines. I understand that I am required to provide a 50/50, dollar for dollar match to the requested grant amount.

I also understand that prior to receiving payment of the matching grant, all work must be completed in a manner consistent with the work described in my grant application. Work must conform to all state/federal laws and local ordinances, and all necessary permits must be obtained.

I understand that by signing the letter of commitment, I also agree to perform at least 5 hours of volunteer service during the grant period toward a downtown revitalization project within the Oil City Main Street District.

I understand that this façade grant program is subject to the Prevailing Wage Act, which specifies that if the entire project cost is over \$25,000.00, I must pay the prevailing wage according to the Pennsylvania Department of Labor and Industry.

I understand that this is a reimbursable program, and I will not be reimbursed for any work begun **before** grant approval. I also understand that copies of paid invoices will be submitted to both the ORA and the State for reimbursement, and that reimbursement could take up to **90 days or more**.

I understand that any changes I make to my plan **after** grant approval must be submitted to the Oil City Main Street Design Committee for approval or I will not be reimbursed for those changes.

I understand that the work completed will be reviewed by the Oil City Main Street Manager and/or Design Committee as well as Oil City Code Enforcement to ensure work was completed as agreed upon in the Scope of Work and Letter of Commitment.

I understand that I will need to submit documentation that substantiates the total and final cost for work. This documentation may include a copy of a signed contract with the vendor or contractor. I further understand that I will need to submit supporting documentation that substantiates the work is complete. Specifically, I will provide photographs of the completed project, final invoice(s), and canceled check(s) or confirmations of payment in full as well as proof of volunteer service hours.

I understand that multiple applications made by the same owner will be considered on an individual, case-by-case basis.

I understand that all work must be completed within the agreed upon timeframe unless an extension has been asked for and formally agreed upon in writing by the design committee.

I understand that property and/or business owners are expected to maintain their building through weed control, trash removal, cleanliness, and overall care.

I also understand that with this submittal I am providing my permission to notify the media regarding the award or payout of this grant as well as allowing photos before and after to be used either by the media or the Oil City Main Street program and committees for proof of compliance and possible promotion of the program.

Signature of Applicant

Date

Signature of Property Owner
(if not applicant)

Date

* * * * *

For Official Use Only

Date Application Received: _____

Documentation Complete:

- ☐ Applicant information
- ☐ Property Owner information/identification
- ☐ Property location
- ☐ Written project description – scope of work
- ☐ Design plan(s), drawings – renderings, samples, color swatches, including approval from city and zoning.
- ☐ Photographs
- ☐ Contractor and material cost estimates for each eligible project
- ☐ Matching fund verification, proof of financial responsibility
- ☐ Signatures of the applicant and property owner
- ☐ Proof of ownership
- ☐ Proof of current taxes (city, school AND county)
- ☐ Proof of insurance
- ☐ Signed Letter of Commitment by the applicant and the Design Committee
- ☐ Yes, I have reviewed the online Design Guide on www.OilCityMainStreet.org

Committee Approval Signature: _____

Approval Date: _____

Written approval or denial sent to the applicant date: _____

If additional information is required, letter sent to applicant: _____

PLEASE NOTE THAT RETURNING THE APPLICATION IN ITS ENTIRETY DOES NOT GUARANTEE YOU A GRANT. BE SURE TO FOLLOW THE GUIDELINES TO ENSURE YOU GET YOUR RETURN. DO NOT PURCHASE ANY ITEM OR PAY EMPLOYEES UNTIL

YOU GET THE WRITTEN APPROVAL FROM ORA/MAIN STREET DESIGN COMMITTEE AND HAVE ALL OF THE PAPERWORK SIGNED.