

U R B A N
REDEVELOPMENT
A U T H O R I T Y
OF
P I T T S B U R G H

**BUSINESS DEVELOPMENT CENTER
200 ROSS STREET
PITTSBURGH, PA 15219
412-255-6550**

Thank you for your interest in Mayor Luke Ravenstahl's Storefront Renovation Program. Following are the program materials for your information.

Please don't hesitate to contact me if you have any questions.

Sincerely,

Quianna Wasler
Mainstreet Development Specialist
Business Development Center
Urban Redevelopment Authority of Pittsburgh
200 Ross Street, 11th Floor, Pittsburgh, PA 15219
412-255-6550 phone – 412-255-6542 fax
Email: gwasler@ura.org – website: www.ura.org

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Mayor Luke Ravenstahl's Storefront Renovation Program Program Guidelines

I. Statement of Purpose

Mayor Luke Ravenstahl's Storefront Renovation Program (SRP) is intended to improve the physical appearance of commercial storefronts in Pittsburgh's neighborhoods.

II. Program Funding

SRP may be funded in part through the City of Pittsburgh, the Commonwealth of Pennsylvania Department of Community and Economic Development, the U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG), and the Urban Redevelopment Authority.

III. Eligibility

The following criteria will be used to determine whether an applicant is eligible for a SRP grant:

A. Area Eligibility

SRP projects must be located within the City of Pittsburgh. Priority will be given to projects located outside the City's designated primary Mainstreets districts and other URA commercial façade programs.

B. Types of Businesses

1. Commercial establishments (retail and wholesale trade).
2. Service establishments to include:
 - a. Professional services (e.g.: doctors, lawyers, accountants, architects, etc.);
 - b. Personal services (e.g.: dry cleaners, laundromats, barber & beauty shops, etc.);
 - c. Certain repair services (e.g.: office equipment, radio/television, bicycle, furniture, locksmith, etc.); and
 - d. Business services (e.g.: advertising, office management, printing, etc.).

Banks, savings and loan associations, gas and service stations, used car lots, home-based businesses and adult entertainment establishments are not eligible.

IV. Eligible Activities

Exterior building improvements based on an approved work plan which can include: storefront lighting, signage, windows, painting, etc.

V. Parameters of Grant

A. Grant Size:

Up to 50% or \$5,000 maximum for eligible improvements. Please note that the grant agreement will be with the property owner (tenants must secure the property owners agreement to access this program).

B. Fees:

\$250 application fee per eligible property (non-refundable) payable to the Urban Redevelopment Authority of Pittsburgh.

C. Other:

Projects greater than \$25,000 may require the State's prevailing wage rates. Other conditions may also apply.

VI. Waiver of Provisions

The Board of Directors of the URA may waive certain provisions of these guidelines based on a determination of the private and public benefits of the project.

VII. Notification

URA reserves the right to:

A. Reject any and all applications.

B. Notify the appropriate community-based organization of applications received from businesses in their neighborhoods.

C. Announce all loan commitments publicly.

VIII. Additional Information

For additional information, please contact the Urban Redevelopment Authority, Business Development Center at 412-255-6550 or via our web site at www.ura.org. Our TDD number for the hearing impaired is 412-255-6644.

The Urban Redevelopment Authority of Pittsburgh does not discriminate on the basis of race, color, sex, religion, marital status, disability, age, sexual orientation or national origin. No person, solely on the basis of any of the above factors, shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under the loan and grant programs operated by the Business Development Center of the Urban Redevelopment Authority of Pittsburgh.

MAYOR LUKE RAVENSTAHL'S
STOREFRONT RENOVATION PROGRAM (SRP) GRANT
BASIC PROCEDURES

- STEP 1: Property owner (applicant) submits SRP application to the URA with photograph(s) of building, copy of current occupancy permit, \$250 application fee and description of requested improvements.
- STEP 2: URA will review the submitted requested improvements (work plan). Such review may include a design consultation with URA staff or their agent. If design is acceptable, the URA will provide a notice to proceed letter within fifteen business days.
- STEP 3: Once applicant receives the notice to proceed letter, they will need to secure cost estimates based on the approved work plan. The applicant must submit these cost estimates to the URA within 60 days of receiving the notice to proceed.
- STEP 4: The URA will review the cost estimates and then proceed to issue a commitment letter to the applicant within ten business days.
- STEP 5: Upon applicant signing and returning the signed commitment letter, work may begin. URA will monitor progress of the building improvements.
- NOTE: THE URA CANNOT PAY FOR ANY WORK THAT HAS BEEN COMPLETED PRIOR TO A SRP COMMITMENT LETTER BEING EXECUTED.
- STEP 6: Applicant must pay the matching portion of the project costs first. The URA will make payment when all work is complete. Applicant will be required to complete all work within four-months of acceptance of the commitment letter. Once work is completed, the URA will schedule a closing for execution of the grant agreement and the disbursement of grant funds. Disbursement of grant funds is contingent upon applicant providing receipts for completed improvements.
- NOTE:** *The SRP Grant provides up to 50% or \$5,000 maximum for eligible improvements. If your project costs exceed \$10,000 and you are located within one of the City's Mainstreets-eligible neighborhoods, you may be interested in utilizing the Streetface program which could provide a larger dollar amount towards your project costs. For more information on the Streetface program, please contact Quianna Wasler, Mainstreet Development Specialist, of the URA at 412-255-6550 or qwasler@ura.org.*

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MAYOR LUKE RAVENSTAHL'S
STOREFRONT RENOVATION PROGRAM (SRP)
GRANT APPLICATION

APPLICANT INFORMATION

URA I.D. # _____

Name of Applicant () Telephone Number E-Mail Address

Street Address City State Zip

IF TENANT, PLEASE PROVIDE:

Name of Building Owner () Telephone Number

Street Address of Building Owner City State Zip

PROPERTY TO BE IMPROVED

Name of Business () Telephone Number

Street Address City State Zip

Jobs To Be Retained: _____ Jobs To Be Created: _____

Type of Business: _____ Neighborhood: _____

Current Use of Building:
Ground Floor _____ Upper Floor(s) _____

Proposed Use(s):
Ground Floor _____ Upper Floor(s) _____

ADDITIONAL INFORMATION/DOCUMENTS

The following information must accompany this application:

1. Description of requested improvements (work plan). Please be sure to include where applicable, materials, colors, dimensions, location of improvements on the façade, etc.
2. Photos of facade.
3. A copy of the occupancy permit.
4. Conflict of Interest Disclosure Form
5. \$250 application fee payable to the Urban Redevelopment Authority.

I have provided all information requested to the best of my knowledge, and I have read and fully understand the program guidelines and requirements of the Storefront Renovation Program (SRP).

Signature: _____ Date: _____

NOTE: 1. For your convenience, we have attached an application for the City of Pittsburgh's Tax Abatement Program (LERTA).
All bids must conform to approved work write-up.

**URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH
BUSINESS DEVELOPMENT CENTER
CONFLICT OF INTEREST DISCLOSURE**

All applicants for loans or grants from the Urban Redevelopment Authority of Pittsburgh (URA) are requested to disclose if they are employees or related to employees of the URA or the City of Pittsburgh. If you are an employee or related to a City or URA employee, a formal Conflict of Interest waiver must be presented to the URA's Board of Directors. If the source of funding for your URA financing is the U.S. Department of Housing and Urban Development (HUD), then you must also submit a formal Conflict of Interest waiver to City Planning and to HUD for approval.

PLEASE COMPLETE APPLICABLE SECTION AND SIGN AT BOTTOM

SECTION A

I, _____, hereby acknowledge that I am an employee of the:
_____ City of Pittsburgh _____ Department
_____ URA of Pittsburgh

OR

SECTION B

I, _____, hereby acknowledge that I am related to (Employee's name) _____, an employee of the:
_____ City of Pittsburgh _____ Department
_____ URA of Pittsburgh

My relationship to the employee: _____ Spouse, _____ Father, _____ Mother, _____ Daughter, _____ Son, _____ Other _____ (Specify relationship)

He/she is employed in the (Department/Position): _____

OR

SECTION C

I, _____, hereby certify that I am not related to an employee of the City or URA of Pittsburgh, nor am I an employee of the City or URA of Pittsburgh.

I acknowledge and agree that any misrepresentation contained in this Disclosure may result in the cancellation of my application for a loan or grant, or, if the misrepresentation is discovered after the loan or grant is made, I may be required to repay the loan or grant on demand.

DATE

APPLICANT'S SIGNATURE

DATE

CO-APPLICANT'S SIGNATURE