



**CERTIFICATIONS & DISCLOSURES:**

(DOWNTOWN FACADE PROGRAM APPLICATION CONT.)

- 1) I/We have provided all information requested to the best of my knowledge, and I have read and fully understand the requirements of the Downtown Façade Restoration Program.
- 2) That I/we will not discrimination on the basis of race, color, sex, religion, marital status, disability, age, sexual orientation or national origin.
- 3) That I/we do not have a business relationship (as stockholder, partner, member, agent, representative or employee) or family relationship with any person who is or who was, within one (1) year prior to the date of this application, an employee of the URA.

**All applicants for loans or grants from the Urban Redevelopment Authority of Pittsburgh 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 CHECK AND COMPLETE APPROPRIATE BOX

<input type="checkbox"/>	That I am an employee of the: _____ City of Pittsburgh _____ Department _____ URA of Pittsburgh
<input type="checkbox"/>	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)
<input type="checkbox"/>	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.

- 4) That I have not offered and shall not offer anything of value, including a promise of future employment or contract, to any person currently employed by the URA.
- 5) Criminal Disclosure: That no owner, partner, director or shareholder of the business has been convicted of a felony, except as follows (explain crime and when convicted): \_\_\_\_\_
- 6) Effect of Non-Disclosure: That I/we acknowledge that my application may be summarily rejected if any information I have supplied is false or misleading.
- 7) Assurance of Compliance with Loan Requirements: That I/we give the assurance that I/we/the company will comply with the requirements that apply to this loan application and the Downtown Façade Restoration Program, under which this application is made.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: 1. All bids must conform to approved design. 2. The URA will base the construction loan amount on the <u>cost</u> of the lower of the three competitive bids submitted.
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## BASIC PROCEDURES

**It is necessary to follow the order given below. Failure to do so could render a project ineligible.**

- 1) APPLICATION: Participant fills out program application and submits it, along with the required attachments, to the Urban Redevelopment Authority of Pittsburgh (URA).
  
- 2) DESIGN: Participant submits facade design to URA staff. Design must be approved by the URA **before construction bids are obtained.**
  
- 3) BIDS: Participant must submit at least three construction bids based upon the approved design for the facade work required to the URA.  
  
Work is **not** to begin until the URA notifies the owner in writing to proceed.
  
- 4) CONSTRUCTION: Contractor begins work on facade. Periodic inspections will be made by the URA staff during construction.
  
- 5) PAYMENTS: Participant pays contractor (and architect) their share of project costs before requesting a loan closing for the disbursement of URA funds.
  
- 6) LOAN CLOSING: When construction is complete, participant and URA enter into an agreement, which specifies the conditions of the loan. URA loan check will be made out to participant and architect/contractor when all work has been completed as agreed and proof of payment has been supplied to URA.

Information required by the URA to close the loan includes, but may not be limited to: a copy of the deed to the property; proof property taxes are paid up to date; a check for the filing fee for the mortgage; title insurance on the property; statements from the contractor & architect indicating the project is complete and what if anything they are owed (or copies of front & back of cancelled checks for the total amount of the approved project costs).