

# Residential Façade Program Guidelines

## I. Statement of Purpose

The Residential Façade Program (RFP) is intended to improve the physical appearance of the homes within the boundaries in the designated participating neighborhoods including Manchester, Central Northside, Polish Hill, Arlington, Upper Hill District, and Garfield. This program is being targeted to property owners with residential properties in areas where other significant residential public investments have recently occurred.

## II. Program Funding

RFP 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

All of the following criteria must be met in order to be eligible for an RFP grant:

### A. Eligibility Requirements

1. The Property Owner must be the applicant;
2. The Project must be located in the Residential Façade Program Target Area (See attached maps);
3. A Project must enhance the front façade which is any side of the home facing a public street (alleyways and paper streets excluded). Buildings situated on street corners or with facades facing two public streets may be eligible for both street-facing sides;
4. The total cost for the Project must be at least \$500.00;
5. The Project property, whether residential or mixed use residential/commercial, may not have any outstanding municipal debt, including but not limited to city taxes, utilities, or other municipal liens;
6. The Property Owner must submit a completed Application and complete the approval process prior to beginning the Project. **Any construction started before the application and approval process is completed will not be eligible for a Grant;**
7. The proposed Project must seek to improve the physical appearance of the structure(s) in accordance with the Residential Façade design guidelines established by each participating neighborhood. In City-designated historic districts, a Certificate

of Appropriateness from the City of Pittsburgh which approves the proposed renovations, must be received before the commencement of any exterior work can take place.

B. Types of Eligible Homes

1. Solely owner-occupied residential property;
2. Mixed residential/commercial property;
3. Residential rental property.

Ineligible properties include non-residential properties, condominiums, associations, and co-ops.

IV. Eligible Activities

Exterior improvements should preserve the original building design and be sympathetic to the architectural character of the surrounding neighborhood. Eligible improvements can include:

- restoration of architectural details,
- replacement of deteriorated or in-efficient windows,
- cleaning and re-pointing brick, painting, removing or repairing awnings,
- replacement or upgrades of porches, gutter and downspout repair/replacement, lighting, etc.

“Façade” does NOT include roof or interior repairs.

V. Parameters of Grant

A. Grant Size

Up to 50% of the total project costs with a \$5,000 maximum grant for eligible improvements. The Property Owner is responsible for 50% of the Project costs and any excess costs.

B. Fees

\$150 application fee per eligible property (non-refundable) payable to the Urban Redevelopment Authority of Pittsburgh

C. Other:

1. Projects greater than \$25,000 may require the payment of State’s prevailing wage rates for construction.
2. Historic homes or homes located in City historic districts shall be subject to additional historic design and review standards administered by the Department of City Planning.

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. Announce all grant commitments publicly.

VIII. Additional Information

**Please note that you may receive an IRS form 1099 if required by the Internal Revenue Service. Please speak to your accountant regarding any tax implications to you.**

For additional information, please contact the Urban Redevelopment Authority, Center for Innovation and Entrepreneurship, at 412-255-6550 or [qwasler@ura.org](mailto:qwasler@ura.org) or via our web site at [www.ura.org](http://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.*

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## RESIDENTIAL FAÇADE PROGRAM BASIC PROCEDURES

- STEP 1: Property owner (applicant) submits application to the URA with all required additional information as requested on the application, including:
- color photos,
  - application fee,
  - a description of requested improvements, and
  - contractor bid(s).

All applications will be reviewed in the order received.

- STEP 2: URA will review the submitted requested improvements (work plan) and determine if a design consultation with URA staff or their agent is required. If a design consultation is required, URA will work with the Design Center of Pittsburgh to provide one at no cost to the property owner.

- STEP 3: URA construction department staff will review the requested improvements for approval.

- STEP 4: Once the requested improvements are approved, grant recipients will receive written notification of their award in the form of a commitment letter, along with a copy of the program's Contractual Obligations.

- STEP 5: Upon applicant signing and returning the Contractual Obligations document to the URA, construction can begin.

**NOTE: WORK THAT HAS BEEN COMPLETED PRIOR TO AN RFP COMMITMENT LETTER BEING EXECUTED CANNOT BE PAID FOR WITH GRANT PROCEEDS**

- STEP 6: Once work is completed, the URA will schedule a final inspection of the completed project. Final disbursement of grant funds is contingent upon applicant providing receipts for completed improvements. Work must be completed within six months. Payment from the URA will be in the form of a two party check to the property owner and the contractor.

**NOTE: *Grant disbursement will occur within thirty (30) days following the written request for payment submitted by either the property owner or the contractor.***