



# FAÇADE IMPROVEMENT PROGRAM

A FINANCIAL INCENTIVE PROGRAM TO HELP REHABILITATE  
COMMERCIAL BUILDINGS IN THE HISTORIC DISTRICT OF GETTYSBURG

---

Partners: Commonwealth of Pennsylvania, Borough of Gettysburg, Main Street Gettysburg, Inc.

*This project is financed by a grant from the Commonwealth of Pennsylvania, Department of Community and Economic Development.*

---

**Overview:** Main Street Gettysburg was awarded a \$50,000 grant for a Façade Improvement Program from the Commonwealth of Pennsylvania, Department of Community and Economic Development. This program allows qualified commercial property owners and tenants within the town's Historic District to be reimbursed for specific sign, paint, design, and storefront façade projects.

**Maximum reimbursement of \$5,000 per commercial property. Applications can be submitted for less than the maximum; smaller projects are encouraged to apply. Projects must be matched dollar-for-dollar by the applicant.**

**Projects must (be):**

- Used only for commercial properties and purposes, not residential or rental housing
- Located within the boundaries of Gettysburg's Historic District
- Matched on a minimum 1:1, dollar-for-dollar, match
- Reviewed, approved and in compliance with all requirements of the Borough's Code Enforcement, Historic Architectural Review Board, and Main Street Gettysburg, Inc.
- Conform to the Secretary of Interior's Standards for Historic Rehabilitation
- **Projects begun or completed prior to award notification are ineligible**
- Have two independent, detailed estimates

**Payment will be:**

- A direct reimbursement, not a loan, to the commercial property owner or tenant
- Made after the satisfactory and timely completion of the project (within 4 months of applicant's approval)
- Made after receipt of complete and appropriate documentation of applicant expenditures, including paid receipts and color photos of the completed eligible project
- Limited to a maximum reimbursement of \$5,000 per property
- Project funds are limited and may not be kept reserved for an applicant's project beyond four (4) months of an application's approval, unless an extension is granted by Main Street Gettysburg

**Eligible Projects:**

- Up to \$5,000 per storefront/street-facing façade project
- Up to \$5,000 to restore/repaint historic wood siding
- Up to \$3,500 per paint project, other than historic wood siding
- Up to \$2,500 to bring existing signs into conformance with the Borough's design guidelines & sign ordinance
- Up to \$2,500 per sign project - such as upgrading a basic sign to a more attractive or historic looking one

- Up to \$2,500 to use appropriate wooden replacement windows, doors, or shutters
- Up to \$2,500 to repoint/replace historic brick with appropriate lime mortar and bricks
- Up to \$750 per design project - such as hiring an architect, especially when one might not have been used

**Evaluation Criteria:**

- Degree to which project will improve the applicant's building façade and/or correct physical deterioration of the structure
- Use of an acceptable design professional. For example, it would generally be anticipated that an architect, a professional engineer or design professional of similar credentials would be involved in a larger or more extensive project
- Degree to which the proposed project will encourage reuse of an underutilized structure or retention of an existing business
- Degree to which the proposed project meets the required 1:1 match

**A Complete Application Packet Includes:**

- Two copies of the Application Form, including attachments describing total and eligible projects
- One copy of competitive bidding documents: (the request for estimates documentation to contractors)
- Two independent written estimates for eligible work secured by applicant from contractors
- One copy of contractor's Certificate of Liability Insurance
- One copy of all approved applications & permits, as may be required by the Borough of Gettysburg's Code Enforcement and or Historic Architectural Review Board
- One signed Certification and Release form
- One signed Non-Discrimination/Sexual Harassment clause
- One set of color photos of existing conditions, including both building façade and project area
- One set of acceptable sketches or drawings of proposed improvements, if appropriate to project
- One copy of property deed cover page showing legal name of owner(s), if owner is the applicant
- One copy of the property owner's letter of permission/approval for project, if tenant is the applicant
- \$50.00 non-refundable application fee as check/money order payable to Main Street Gettysburg, Inc.

Applicants must deliver the completed application packet to Main Street Gettysburg, 59 East High Street, Suite 3, Gettysburg, PA 17325. Complete application packets will be reviewed by Main Street Gettysburg with awards announced to follow.

**Documentation Required for Reimbursement:**

- One copy of all paid receipts for eligible work
- One signed copy of Confirmation of Payment
- One set of color photos of completed project

Main Street Gettysburg reserves the right to request additional documentation and/or to deny reimbursement if project is not completed in a satisfactory and/or timely manner.

Applications are reviewed by Main Street Gettysburg, Inc. No person shall be excluded from participation, denied program benefits, or discriminated against because of color, religion, sex, sexual orientation, national origin, or disability.

**MAIN STREET GETTYSBURG, INC.**

59 East High Street, Suite 3

Gettysburg, PA 17325

717-337-3491

[www.mainstreetgettysburg.org](http://www.mainstreetgettysburg.org)

[info@mainstreetgettysburg.org](mailto:info@mainstreetgettysburg.org)



# FAÇADE IMPROVEMENT GRANT

APPLICATION FORM

Grant Applicant Name(s):

Application Date:

---

---

Grant Applicant(s) Business/Commercial Name"

---

Property Address:

---

Property Owner(s):

Property Owner's Telephone:

---

---

Applicant(s) Address if different from Property:

---

Applicant(s) Daytime Telephone:

Applicant(s) E-mail:

---

---

Property's Commercial Tenant(s) if different from Applicant(s):

---

Primary Contractor's Name:

Contractor's Telephone:

---

---

Contractor's Address:

---

As separate attachments, include descriptions of

- 1) Total improvement project
- 2) Eligible improvements within the project

---

Total Project Cost:

Total Eligible Cost:

Grant Requested

---

---

---



# FAÇADE IMPROVEMENT GRANT

## APPLICANT'S CERTIFICATION AND RELEASE

The undersigned certifies that the Application Guidelines and this Certification & Release have been read and understood, including the following:

1. That Main Street Gettysburg, Inc. is a nonprofit corporation which is dedicated to encouraging and guiding the revitalization and development in the business district of the Borough;
2. That Main Street Gettysburg, Inc. is administering the program to the extent necessary (a) to determine whether a particular application falls within and will further the purpose of the program, and (b) to rank submitted applications on the basis of the degree to which the purpose of the program will be furthered.
3. That Main Street Gettysburg, Inc. may place a sign on the premises which is prominently visible to passersby or promote the project in any other manner which is consistent with this program as required by the Commonwealth of Pennsylvania.
4. And that participation in the program is not a right.

In order for Main Street Gettysburg, Inc. to accept an application for processing, each of the undersigned, for himself/herself, his/her heirs, executors, administrators or assigns (or if a corporation for itself, its successors and assigns) hereby releases and agrees to hold harmless Main Street Gettysburg, Inc. and its directors, officers, and employees from all rights, claims, and actions which the undersigned now has or may hereafter have against Main Street Gettysburg, Inc. arising out of the receipt and processing of the application presented herewith.

I/We authorize Main Street Gettysburg, Inc. to make inquiries as necessary to verify the accuracy of the statement made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date. These statements are made for the purpose of either obtaining a loan, guaranteeing a loan, or continuing credit. I/We understand FALSE statements may result in forfeiture of benefits and possible prosecution.

Signature \_\_\_\_\_ Date of Birth \_\_\_\_\_ SS # \_\_\_\_\_

Signature \_\_\_\_\_ Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_

Date Signed: \_\_\_\_\_



## NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

During the term of the Contract, the Grantee (known herein as “Grantee”) agrees as follows:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the grant agreement or any subgrant agreement, contract, or subcontract, the Grantee, a subgrantee, a contractor, a subcontractor, or any person acting on behalf of the Grantee shall not discriminate 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.
2. The Grantee, any subgrantee, contractor or any subcontractor or any person on their behalf shall not 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.
3. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall 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 the grant agreement, subgrant agreement, contract or subcontract.
4. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall 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 such Acts’ enforcement, and shall comply with any provision of law establishing organizations as employees’ exclusive representatives.
5. The Grantee, any subgrantee, contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the grant services are performed shall satisfy this requirement for employees with an established work site.
6. The Grantee, any subgrantee, contractor or any subcontractor shall not 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 any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.
7. The Grantee and each subgrantee, contractor and subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The Grantee and each subgrantee, contractor and subcontractor further represents that it has filed a Standard Form 100 Employer Information Report (“EEO-1”) with the U.S. Equal Employment Opportunity Commission (“EEOC”) and shall file an annual EEO-1 report with the EEOC as required for employers’ subject to Title VII of the Civil Rights Act of 1964, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any contractor or any subcontractor 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 their books, records, and accounts by the granting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for the purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.

8. The Grantee, any subgrantee, contractor or any subcontractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subgrant agreement, contract or subcontract so that those provisions applicable to subgrantees, contractors or subcontractors will be binding upon each subgrantee, contractor or subcontractor.

9. The Grantee's and each subgrantee's, contractor's and subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the grant agreement through the termination date thereof. Accordingly, the Grantee and each subgrantee, contractor and subcontractor shall have an obligation to inform the Commonwealth if, at any time during the term of the grant agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.

10. The Commonwealth may cancel or terminate the grant agreement and all money due or to become due under the grant agreement may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, contractor, or subcontractor in the Contractor Responsibility File.

### Clause Acknowledgment

I have read and understand the Main Street Gettysburg Inc. Nondiscrimination/Sexual Harassment Clause.

If I have questions or concerns about this clause, I am encouraged to discuss these matters with the President or Chair of the Board as I deem appropriate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Date

*Main Street Gettysburg, Inc. is a 501(c)(3) organization registered in Pennsylvania and provided no goods or services in return for this donation. All donations are tax deductible to the extent allowed by law. The official registration and financial information of Main Street Gettysburg, Inc. may be obtained from the Pennsylvania Department of State by calling toll-free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement. This institution is an equal opportunity provider and employer.*