

GRANT APPLICATION PROCESS:

1. Qualified applicants should submit applications to SSJNN, 425 West 18th Street, Erie, PA 16502 Attn: Façade Improvement Program.
2. Applications may be received as early as April 01. Early application is encouraged, as projects are reviewed and awards granted on a rolling basis.
3. Partial or incomplete applications will be disqualified.
4. All projects are subject to funding availability.
5. The SSJNN design committee may schedule an informational exchange meeting with property owner, if necessary, to review the application.
6. **Submitting an application does not guarantee its approval.** Do not start any work on your project until you receive an award letter.
7. Once approved, applicants must begin work within 30 days of award notification, or the award may be given to another applicant.
8. All facade improvement work must be completed by August 30.
9. Property owner must display SSJNN-provided signage while completing work.
10. Grantees shall grant the SSJNN the rights and use of photos and project application materials.

PAYMENT PROCEDURES:

1. This program is a **reimbursement** grant. All work must be completed and paid for prior to release of funds.
2. A final payment request must be accompanied by receipts and invoices from approved contractor, and work detail must match original bid. Bids are not considered receipts or invoices.
3. Reimbursement will be made only after the property owner provides documented proof of final payment to contractors. Documentation includes copies of the front and back of cancelled checks and/or credit card statements showing payment to contractor. Contractor's paid receipts are not considered adequate proof of payment.
4. The SSJNN will conduct a project inspection to ensure the work was completed as approved. SSJNN has no responsibility for verifying or approving the quality of work performed.
5. Payment and a Certificate of Completion will be provided by SSJNN to the grantee upon completion of project inspection and following review of all contractor payment documentation.

APPLICATIONS ARE AVAILABLE AT THE SISTERS
OF ST. JOSEPH NEIGHBORHOOD NETWORK
425 WEST 18TH STREET, ERIE PA 16502

SSJ NEIGHBORHOOD NETWORK Façade Improvement Grants

BEFORE



AFTER



BEFORE



AFTER



425 West 18th Street, Erie, PA 16502
814-454-7814
WWW.SSJNN.ORG or FACEBOOK/SSJNN

PROGRAM DESCRIPTION

The Sisters of St. Joseph Neighborhood Network (SSJNN) Façade Improvement Grant program provides financial assistance to qualified commercial and residential owners of properties within the SSJNN service boundaries. Through this grant program, SSJNN helps property owners improve the attractiveness of their properties, while eliminating conditions bearing negative impact on economic growth.

Providing a maximum of \$5,000 per project, grants reimburse up to 90% of the total cost of an approved residential project, and up to 50% of a commercial improvement, requiring property owner investment of 10% or 50%, respectively. As part of this agreement, owners who sell property within five years of receiving grant funds will be required to re-pay the grant money received.

Eligible improvements contribute to the physical, economic, social and aesthetic enhancement of our neighborhoods. Every project must be approved by the design committee of the SSJNN and will be judged by a number of criteria.

ELIGIBLE ACTIVITIES:

- Exterior Painting
- Exterior Doors, Windows, Gutters, Porches
- Siding
- Fencing (no chain link fencing)
- Commercial signs
- Awnings
- Installation of lighting (may require permit and inspection)

ACTIVITIES THAT ARE NOT ELIGIBLE:

- Sidewalk repair or replacement
- Landscaping
- Pavement of parking areas
- Roof replacement/repair
- Any work to the interior of the property
- Sand blasting of brick/any other technique that may damage the façade of building
- Work on properties owned by the City, State or Federal Government

All improvements must be in compliance with any and all application codes, design guidelines and all other restrictions of the City of Erie and the Little Italy Revitalization Association.

ELIGIBILITY REQUIREMENTS

For consideration, all applicants must meet the following criteria:

- Project property must be within the SSJNN Little Italy service area. Priority consideration is given to projects along the main neighborhood corridors.
- Scope of project completion must be attainable by August 30th.
- Applicant must have proof of property ownership.
- Properties must be current with all tax bills, and without liens.
- The work completed must improve the property appearance.
- Grants are for rehabilitation only and not new construction.
- Work must be completed by a licensed contractor who is not the property owner. If property owner is a licensed contractor, they will be paid for materials but not labor.
- Contractors/property owners are required to apply and pay for all necessary permits for work to be completed. *(For questions regarding permits and inspections, refer to Building Inspection Under Writers for permit information at www.biuinc.com or by phone at 814-860-8044.)*
- Changes to the scope of any approved project must be approved prior to completion.
- These are **reimbursement** grants; owner must have proof of available project funds, such as a copy of a bank statement, home equity loan approval, etc.

BEFORE & AFTER

Photos of a business facade grant - Ruiz Barber Shop at 18th & Cherry Street

