

# Sisters of St. Joseph Neighborhood Network Revitalization Grants



For More Information, Call 814-454-7814

The Sisters of St. Joseph Neighborhood Network (SSJNN) Revitalization Grants provide financial assistance to qualified owners of commercial and residential properties within the SSJNN service area. Restoration and maintenance of individual properties and facades improves the visual appearance and strengthens the character of a whole neighborhood, which is critical to the success of the economic health and vitality of the entire district.

A façade is an individual storefront or building side which faces a public right of way or is otherwise visible to the general public. For the purpose of this grant program, separate addresses within a single building may qualify as separate façades.

SSJNN administers two grant programs for property owners, each with some unique eligibility factors:

- **Home Repair Mini Grants (maximum award \$500)**
- **SSJNN Façade Improvement Grants (maximum award \$5,000)**

Priority consideration is given to projects along the main neighborhood corridors. Every project must be approved by the design committee of the SSJNN and will be judged by a number of criteria. While most eligible activities focus on traditional façade work, project proposals addressing work on the side and rear of homes will be considered for the Home Repair Mini Grants, with special consideration given to owners addressing notifications received from the City of Erie Bureau of Code Enforcement.

As part of the grant award agreement, owners are discouraged from selling their property for a period of five years, or they may be required to re-pay the grant money received.

## **Application Process:**

1. Qualified applicants should submit applications to the SSJNN, 425 West 18<sup>th</sup> Street, Erie, PA 16502  
Attention: Revitalization Grant Program.
2. **Application window begins January 2 and remains open until all funds are awarded. All work must be completed by August 30<sup>th</sup>.**
3. Design committee may schedule an informational exchange meeting with property owner, if necessary, to review the application. Please bring a photograph of the property.
4. Award letters will be sent to homeowners immediately following approval.
5. Submitting an application does not guarantee its approval. Do not start any work on your project until your application is approved and you receive a letter stating this.

6. Property owner must display SSJNN-provided project sign while work is being completed.
7. Payment requests, receipts and invoices must be received by SSJNN and payment will be made to the property owner only after the property owner provides documentation that the project has been paid in full (proof of final payment to contractors).

### **Eligibility:**

For consideration, all applications must meet the following criteria:

- **See the Revitalization Grants Detail and Eligibility Chart on the following pages for additional requirements and restrictions.**
- Projects must be completed by August 30<sup>th</sup>
- Provide proof of property ownership.
- Properties must be current with all tax bills and without liens.
- The work completed must improve the appearance of the property.
- Grants are intended for rehabilitation projects and not new construction.
- Work must be completed by a licensed contractor who is not also the property owner. If the property owner is a licensed contractor, they will be paid for materials but not labor.
- Contractors/property owners are required to get and pay for all necessary permits for work to be completed. For questions regarding permits and inspections, refer to Building Inspection Under Writers at [www.biuinc.com](http://www.biuinc.com) or by phone at 814-860-8044
- Changes to the project/scope, as approved at the time of application must be approved prior to completion.
- Proof of funds available for the project such as a copy of a bank statement, home equity loan papers, etc.
- It is suggested that applicants refer to the following guidelines of renovation for ideas and suggestions regarding historic preservation and building sustainability features.  
<https://www.nps.gov/tps/standards/rehabilitation.htm>  
<https://www.nps.gov/tps/standards/rehabilitation/sustainability-guidelines.pdf>

### **Match Requirements:**

1. **The SSJNN Façade Grant** requires a 10% match for all residential property projects. Commercial projects require a one-to-one match.
2. **The Home Repair Mini Grant** is for residential property owners only. It does not require a match, but the total household income must be less than \$ 42,246.\*

*\*This is 120% of the \$ 35,205 median income for the community. Source: US Census Bureau*

### **Payment Procedures:**

1. This program is designated as a reimbursement grant. **All work must be completed and paid for prior to release of funds.** Payment will be provided to the grantee upon submittal of a Certificate of Completion, a final inspection by the SSJNN Neighborhood Manager and documentation of full payment for work completed. 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 proof of payment.
2. Final inspection is to ensure the work approved is the work that was completed. SSJNN has no responsibility for verifying or approving the quality of work performed.
3. The final payment request must be accompanied by receipts and invoices from approved contractor and must match original bid. Bids are not considered receipts or invoices.
4. Grantees shall grant the SSJNN the right and use of photos and project application materials for promotional or program purposes.

### **THANK YOU TO OUR LOCAL AND STATE FUNDING PARTNERS:**

*All grant programs are made possible through the Pennsylvania Department of Community and Economic Development and our Neighborhood Assistance Tax Credit Program partners: Highmark Health Insurance, Marquette Savings Bank, Northwest Bank and Erie Insurance.*

# SSJNN Revitalization Grants Detail

## SSJNN Façade Improvement Grants

The 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, contributing to the physical, economic, social and aesthetic enhancement of our neighborhoods.

- Commercial, multi-family and single family properties
- Project property must be within the SSJNN Little Italy service area. Priority consideration is given to homeowner projects along the main neighborhood corridors.
- Program will provide a total of \$50,000 in available assistance. At least 10 property owners will be awarded grants not to exceed \$5,000 each.
- Reimbursement grant; all work must be completed and paid for prior to release of funds from SSJNN
- 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.

### **Match requirements:**

- Grants for residential properties require at least a 10% match
- Grants for commercial properties must be matched, dollar-for-dollar

## Home Repair Mini Grants

Whereas façade improvement grants provide resources which address very specific elements of a property's exterior, they are restricted from addressing improvements which are not immediately visible from targeted neighborhood corridors or main frontage. This leaves a gap in resources available to assist with general or emergency repairs and preventative maintenance, issues which are important to the long-term stability of the housing stock in our neighborhoods.

- Residential properties only
- Project property must be within the SSJNN service area
- Program will provide a total of \$5,000 in available assistance. At least 10 homeowners will be awarded grants not to exceed \$500 each
- **Match requirement:** NONE, but homeowner/household income may not exceed \$42,246.00\*
- Special consideration will be granted for projects which address notification(s) of code violation from Erie Code Enforcement Bureau

*\*This is 120% of the \$ 35,205 median income for the community. Source: US Census Bureau*

## SSJNN Revitalization Grants Eligibility Chart

Home Repair Mini Grant  
SSJNN Façade Grant

|   |   |  |
|---|---|--|
|   |   | <b>ELIGIBLE NEIGHBORHOOD:</b>  |
| • |   | Between 12 <sup>th</sup> and 26 <sup>th</sup> , from Cranberry St. to East Ave.  |
| • | • | Between 14 <sup>th</sup> and 19 <sup>th</sup> , from Cherry St. to Sassafras St. |
|   |   | <b>ELIGIBLE ACTIVITIES:</b>  |
| • | • | Exterior Painting  |
| • | • | Exterior Doors, Windows, Gutters, Porches  |
| • | • | Siding   |
|   | • | Fencing (no chain link fencing)  |
|   | • | Commercial signs   |
| • | • | Awnings  |
|   | • | Installation of lighting (may require permit/inspection)                         |
| • |   | Sidewalk repair or replacement   |
| • |   | Pavement or parking area repair  |
| • |   | Roof repair  |
|   |   | <b>MAXIMUM GRANT AMOUNT:</b>   |
| • |   | \$500 – 10 grants available  |
|   | • | \$5,000 – 10 grants available  |
|   |   | <b>MATCH REQUIREMENTS:</b>   |
| • |   | 0% match; maximum income restrictions apply                                      |
|   | • | 10% match for residential properties   |
|   | • | 1:1 match for commercial property  |
| • | • | <b>APPLICATION DEADLINE: APRIL 30, 2019</b>                                      |

**INELIGIBLE ACTIVITIES:**

- Landscaping
- Any work to the interior of the property
- Sand blasting or techniques that may damage the building façade

## Revitalization Grant Application/Contract

Please complete the following application (pages 6-10) and submit it along with the applicable documents to: **SSJ Neighborhood Network, 425 West 18<sup>th</sup> Street, Erie, PA 16502.**

**I am applying for (check all that apply):**

- Home Repair Mini Grant**                       **SSJNN Façade Improvement Grant**

### APPLICANT INFORMATION:

Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**DESCRIPTION OF IMPROVEMENT:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOTAL PROJECT COST:** \_\_\_\_\_

**REQUESTED AMOUNT:** \_\_\_\_\_

Checklist: The following items must be attached to your application:

- Proof of ownership, taxes past and current paid
- Work description
- Photos of building to be improved
- Sketch or rendering of proposed improvements / cut sheets or photos of replacement windows, doors, or any other items to be installed or built. Selected paint color(s).**
- Copies of 2 bids with all cost estimates involved with the project
- Proof of financial resources available for the match
- Proof of total household income (W2s) if applying for 0% match mini grant
- Schedule of work to be completed
- Contractor's state licensing number

## **Bid/Estimate Submittal Information**

**Note: Attach all bids/estimates to this application**

**Please provide at least two bids and CIRCLE which bid you prefer for each project item/  
description of work listed:**

**Description of Work:** \_\_\_\_\_

Bid #1: Submitted by: \_\_\_\_\_ Amount: \_\_\_\_\_

Bid #2: Submitted by: \_\_\_\_\_ Amount: \_\_\_\_\_

**Description of Work:** \_\_\_\_\_

Bid #1: Submitted by: \_\_\_\_\_ Amount: \_\_\_\_\_

Bid #2: Submitted by: \_\_\_\_\_ Amount: \_\_\_\_\_

**Description of Work:** \_\_\_\_\_

Bid #1: Submitted by: \_\_\_\_\_ Amount: \_\_\_\_\_

Bid #2: Submitted by: \_\_\_\_\_ Amount: \_\_\_\_\_

**Description of Work:** \_\_\_\_\_

Bid #1: Submitted by: \_\_\_\_\_ Amount: \_\_\_\_\_

Bid #2: Submitted by: \_\_\_\_\_ Amount: \_\_\_\_\_

**Note: Proof of payment (invoices and receipts) and an “after” picture are required for reimbursement after project completion.**

## **SSJNN Revitalization Grant Contract**

To implement the renovation project according to the requirements of the Elm Street program as presented by the SSJNN and its representatives the following conditions must be met.

### **The Building/Business Owner agrees to:**

- Provide a rendering or sketch of the proposed façade improvements
- Acquire the necessary permits
- Provide documentation of financial resources available for the required match
- Acquire two bids for labor and materials from qualified contractors to complete the improvements
- Provide invoices from all contractors
- Allow project inspector on site to review work completed
- Agree that the building will not be demolished for at least 5 years from the project completion date
- Agree to maintain ownership of the property for at least 5 years from project completion. If the property is sold within the 5 year period, the full amount or a pro-rated portion of it will be repaid to SSJNN.
- Agree to hold the SSJNN and its partners harmless from any potential litigation or disputes involving quality of work and materials used on this project. The SSJNN is in no way responsible for warranties or quality of work issues regardless of the source of funds used on this project.

### **The Building/Business Owner Understands:**

- The SSJNN is under no obligation to provide a grant to the Owner if the Owner fails to comply with program regulations
- No construction can start until all clearances are provided and authorization to proceed is provided to the Owner
- The SSJNN is bound by program guidelines as explained throughout this application.
- Payment of this grant will be made after project completion and documentation of owner's full payment to the contractor.



**PROPERTY OWNER CONSENT**

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner Daytime Phone Number: \_\_\_\_\_

As the legal owner of the above property, I hereby have grant authorization to complete the façade improvements indicated on this application. I understand and agree to the application agreement terms. I understand that the SSJNN is not responsible for my overall satisfaction with the improvements and all dissatisfaction should be addressed and resolved with the contractor prior to final payment.

**Property Owner’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SSJNN Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For questions regarding this program please call SSJNN at 814-454-7814.**

**Submit all application materials to  
Sisters of St. Joseph Neighborhood Network  
425 West 18th Street  
Erie, Pennsylvania 16502**

**Application window begins January 2 and remains open until all funds are awarded.  
All work must be completed by August 30<sup>th</sup>.**