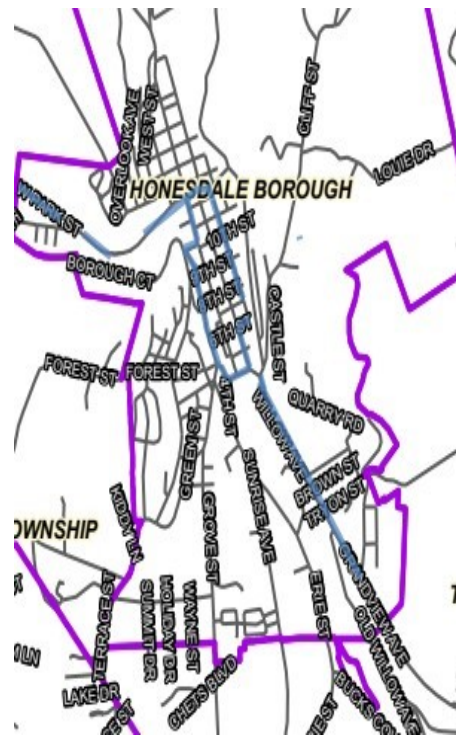
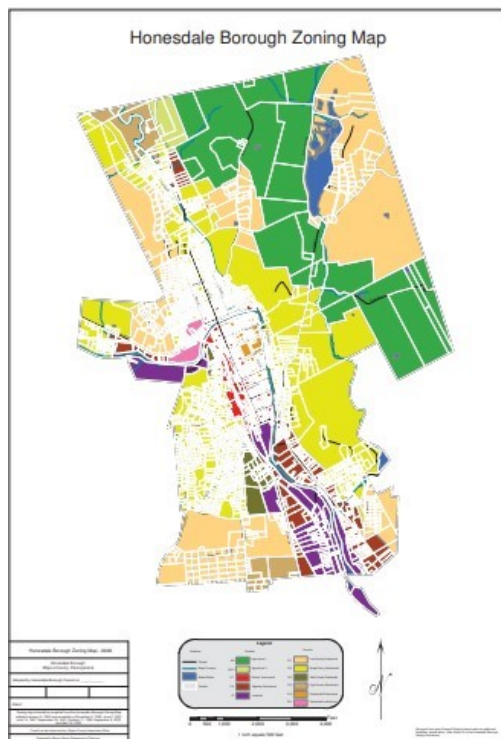


## DESIGN CHALLENGE GRANT REVIEW AND APPROVAL POLICIES AND PROCEDURES

The Revitalize Honesdale Design Challenge Grant (RHDCG) is available to properties within the Program Area to stimulate private investment in downtown properties, to foster an attractive shopping environment, and to preserve Honesdale’s architectural heritage. The Program Area is the geographic area of the Honesdale Borough zoned as C-3, C-2 & R-5 beginning 186 Grandview Avenue and ending along Rt 6N 700 W Park Street between Court Street and Commercial Street. See color coded zoning map.

The Honesdale Central Commercial, Highway Commercial, and Residential/Professional Districts encompasses much of the Honesdale Borough. Although the borough does not have a Historic Architectural Review Board, we strongly encourage property owners to adhere to state guidelines regarding appropriate renovations for historic buildings.





## **PHASE ONE**

The Program will begin accepting proposals of façade work for the year 2021/22 in a timely manner after **GHP has been notified of Façade Award.**

The RHDCG Committee will review applications and determine eligibility using the Revitalize Honesdale's Downtown Design Grant Criteria listed in this application. Applications will go to the GHP Board of Directors for final approval.

Matching Grants will be made based on approval from the Greater Honesdale Partnership Board of Directors, appropriateness of design, impact on the program area, and order of receipt of applications. Grant awards shall not exceed (\$5,000) five thousand dollars. There is not a minimum grant request.

**The Greater Honesdale Partnership Board of Directors has sole discretion for approving and distributing Design Challenge Grant funds. Once all design challenges have been met and has completed all work specified in the application the Greater Honesdale Board of Directors will release all funds to the applicant.**

The Design Challenge Grant Review and Approval Flowchart (attached hereto) summarizes the step-by-step procedures a person shall follow from initial inquiry to final payment.

Projects will be evaluated in terms of quality, design compatibility and level of visual impact.

Individual property owners, authorized tenants, and/or lessees must match the Grant dollar-for-dollar with private investment monies.

### ***Who is Eligible?***

- A single-property owner can receive a grant up to \$5,000.
- A single-property owner can receive more than one Grant if he/she owns more than one property. Each property requires a separate application.
- If a property owner seeks and receives a Grant, a tenant in the same building can also receive a Grant as long as the total amount does not exceed the Grant maximum of \$5,000
- A tenant can apply for the full amount of \$5000. with the consent of the property owner.
- Buildings that span more than one street address may be eligible for a Grant up to \$5000.

All work must conform to local and state ordinances. Permits from the Borough of Honesdale and/or permission from the property owner will be required, if applicable.

All work must be completed in a manner consistent with the work described in the approved Design Grant application. Reimbursement will be made upon satisfactory completion of the project as approved by the Design Committee.

The applicant must submit to the Revitalize Honesdale Design Committee documentation that substantiates the total and final cost of the work and documentation that substantiates the work is complete.

No more than three (3) grants will be approved per property/ business owner per year, based on the application approval date.

All work must be completed within 6 months from the grant approval date; otherwise, the grant will be forfeited.

The Revitalize Honesdale's Design Committee will stop accepting new applications upon such time as all Grant money is allocated. Grant monies allocated but not distributed will be made available to additional new applicants within this same year. Newly available funds would be advertised in the newspaper, Facebook, and direct email.

Project costs are inclusive of appropriate Pennsylvania sales taxes.

*Continued on next page....*

**ELIGIBLE PROJECT DESIGNS INCLUDE:**

*The following improvements, when visible from the public right-of-way, are eligible for funding **at the discretion of the Design Committee:***

- Exterior Doors and Windows
- Exterior Lighting
- Decorative Architectural Enhancements
- Façade Improvements
- Exterior Signage
- Exterior Paint
- Exterior Woodwork, Masonry, and Brickwork/ Pointing
- Building Restoration and Renovation
- Removal of Inappropriate Materials & Additions on Building Surface to Re-expose Original Architectural Features
- Professional Design Assistance - if project is implemented
- Awnings
- Approved Mural Designs – artist fees and supplies

**PROJECTS THAT ARE NOT ELIGIBLE:**

- Maintenance Projects
- Interior Renovations and Improvements
- Plastic Signage/ Window Decals
- Roofing or Siding Repairs
- Sidewalks, Driveways, or Parking Lot Repairs
- Improvements to Sides of Buildings
- Landscaping
- New Building Construction

*Continued on next page....*

## **PHASE TWO**

### *Application Process*

1. The Design Committee will facilitate workshop meetings for business and property owners to learn more of the grant process, discuss design improvements appropriate for a historic district, and architectural concerns and questions. Property and business owners can also arrange a pre-application meeting with Greater Honesdale Partnership. Bring the application form, filled-out as completely as possible to the meeting.
2. Submit the following materials to complete your application:
  - ✓ Completed application form, including property owner's signature.
  - ✓ Photographs showing the building façade prior to improvements.
  - ✓ Signed sexual harassment/ non-discrimination policy agreement.
  - ✓ An 8.5" x 11" sketch plan shall be submitted as a minimum, indicating the final completed project. The plan shall reference all materials being used on the project. An architectural rendering will be accepted but is not necessary.
  - ✓ Submit a current Certificate of Insurance for all contractors performing work on the project *prior* to the start of work.
3. The Design Committee will review application packets; provide feedback if necessary and inform applicant of status.
4. Applications approved by the Design Committee will be forwarded to the GHP Board of Directors for final decision.
5. Accepted applicants will be notified by the GHP Executive Director.

*Continued on next page....*

## **PHASE THREE**

### ***Reimbursement Process***

1. The following materials should be submitted after project completion to ensure reimbursement:
  - ✓ Photographs showing the building façade – sidewalk to roof - after improvements are complete
  - ✓ Copies of all cancelled checks (front and back) made out to contractors
  - ✓ Copies of final invoices, signed and marked paid – invoices MUST include contractors' license numbers
  - ✓ Written explanation of significant differences between the estimates and final invoices if applicable
2. Should there be a difference of opinion between the Applicant and Revitalize Honesdale's Design Committee upon completion of the work meeting the requirements outlined in the Grant application, the Applicant shall have the opportunity to meet with representatives of Revitalize Honesdale's Design Committee to discuss the difference of opinion and present their position. Greater Honesdale Partnership Board shall make the final decision as to whether the completed project meets the requirements. Should reimbursement be denied, the Applicant shall have the opportunity to correct any items that do not comply prior to final acceptance and reimbursement.
3. All paperwork must have the address referred to on the grant application on each page and each page must be numbered.
4. Please provide ***high resolution photos*** for our website and for media as we will include these façade projects in our marketing and press releases when possible.
5. All work must be completed within six months from the grant approval date, otherwise the grant will be forfeited.
6. The Revitalize Honesdale's Design Committee will stop accepting new applications upon such time as all grant monies have been allocated for the year. Grant monies allocated but not distributed will be made available to additional new applicants within the same year. Newly available funds will be advertised via Facebook and direct email as that communicates with business operators and property owners.

### ***Contact Information***

For more information, or to schedule a pre-application meeting, contact Lisa Burns, Greater Honesdale Partnership Executive Director, at 570-840-0267 or [ghp@visithonesdalepa.co](mailto:ghp@visithonesdalepa.co)



**Greater Honesdale Partnership 2021  
Revitalize Honesdale Design Challenge Grant Application**

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

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

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

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

Address of façade improvement project (if different than above):  
\_\_\_\_\_

Contractor PA License Number: \_\_\_\_\_ Owner \_\_\_\_\_ Tenant \_\_\_\_\_

*Please describe the planned improvements. If you need additional space, you may use the reverse side of this form.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***The grant award is 50% of your approved project cost, up to \$5000. A joint facade improvement project is eligible for grants up to \$3,500 per property or 50% of the total project cost whichever is less.***

Estimated Cost of Project : \_\_\_\_\_ Requested Grant Amount: \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

Applicant’s acknowledgement of agreement to the terms and conditions off the Façade Improvement Grant as specified in the attached guidelines.

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Signature of Property Owner (if different) Date

**Return to:**

**Greater Honesdale Partnership  
32 Commercial Street Suite 3  
Honesdale PA 18431**



## 2021 The Revitalize Honesdale Design Challenge Grant Applicant Checklist

Please be sure that you are including all the materials listed below with your grant application. Applications missing any of these materials will NOT be reviewed or processed. All these materials are mandatory for processing.

- Completed and signed application form
- Photographs showing the building façade prior to improvements.
- Signed sexual harassment / non-discrimination policy agreement.
- An 8.5' X 11' sketch plan at minimum, indicating completed project
- Project Material List.
- Current Certificate of Insurance for all contractors performing work on the project.

If you have any questions, please call Lisa Burns at 570-840-0267 or email [GHP@VisitHonesdalePA.com](mailto:GHP@VisitHonesdalePA.com)

Lisa Burns  
Executive Director  
Greater Honesdale Partnership



## **NONDISCRIMINATION/SEXUAL HARASSMENT PROVISIONS**

### **Sign and return as part of your proposal/application materials**

#### **The Façade grant applicant agrees:**

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.

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

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

\_\_\_\_\_  
Company Name