



1444 Hillsdale Avenue
Pittsburgh, PA 15216-2019
(412) 561-8900
FAX (412) 561-7805
www.boro.dormont.pa.us

Borough Manager – Benjamin Estell
Mayor – Jason Walsh
Solicitor – Cafardi, Ferguson, Wyrick, Weis + Gabriel llc
Members of Council
President – Daniele Ventresca
Vice President – Jen Mazocco
Kate Abel
Ilene Dubin
Brandon Ledford
John Moore
Alvaro Varela

September 7, 2022

RE: OFFICIAL NOTICE ANNOUNCING THE DORMONT MAIN STREET BUSINESS IMPROVEMENT INITIATIVE

Dear Borough of Dormont Business Community,

The Borough of Dormont, through the Business District Relations and Development Committee, is excited to announce a Façade Grant Program to encourage the rehabilitation and beautification of building façades to improve the streetscape in the Borough’s business districts. The Borough of Dormont has proudly designated funding in its FY22 budget to financially assist both property and business owners in completing their projects.

Please review the attached “2022 Grant Program and Guidelines for Building and Façade Improvement” document attached for more information about the program, eligibility, and application process.

Please contact the Borough office at (412) 561-8900 for any additional questions.

Thank you.

Sincerely,

BOROUGH MANAGER, BENJAMIN ESTELL

MAYOR, JASON WALSH

COUNCIL PRESIDENT DANIELE VENTRESCA

COUNCIL VICE PRESIDENT JENNIFER MAZZOCCO

COUNCIL PRESIDENT PRO TEMPORE JOHN MOORE

COUNCILPERSON KATE ABEL

COUNCILPERSON ILENE DUBIN

COUNCILPERSON BRANDON LEDFORD

COUNCILPERSON ALVARO VARELA



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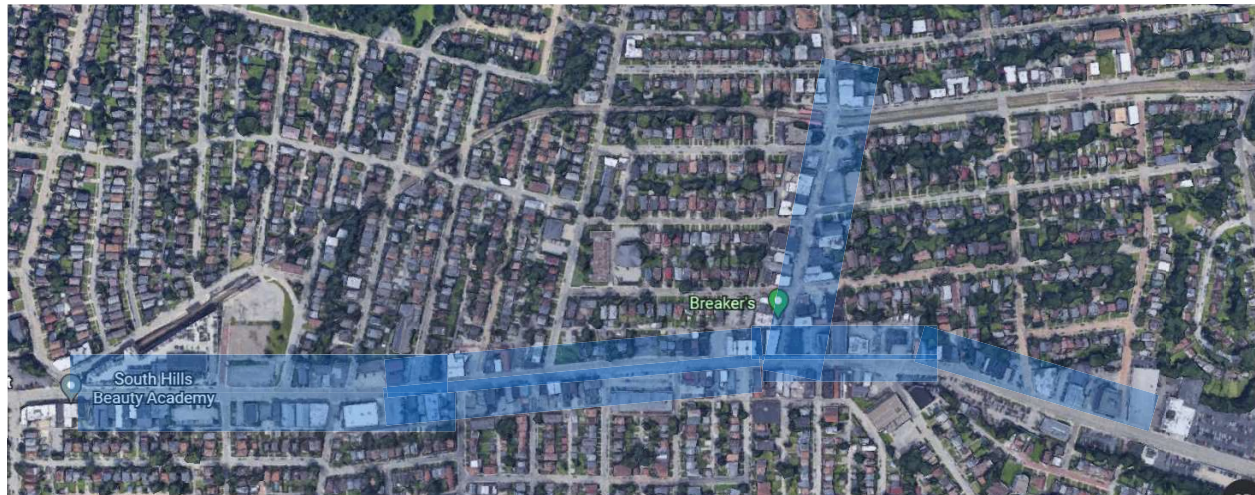
DORMONT MAIN STREET BUSINESS IMPROVEMENT INITIATIVE

BOROUGH OF DORMONT, PENNSYLVANIA

2022 GRANT PROGRAM AND GUIDELINES FOR BUILDING AND FAÇADE IMPROVEMENTS

Business District Locations for Façade Improvements

The Façade Grant Programs will provide funding for eligible buildings located in the Potomac Avenue or West Liberty Avenue districts, which are indicated on the map below in blue. Most street-facing exterior improvements will be considered for the grant, including paint, windows, repointing, doors, façade repair or restoration, and signage. In addition to physical improvements, professional design services are also eligible for assistance under this program.



Borough of Dormont – Potomac Avenue and West Liberty Avenue Business Districts

Available Funds for Façade Improvements

This grant program will reimburse property and business owners a fifty percent (50%) match of project costs up to \$5,000. For example, if a project costs a total of \$10,000, \$5,000 will be reimbursed. Projects exceeding \$10,000 will only be eligible for a maximum reimbursement of \$5,000.

Available Funds for Design Services

This grant program will reimburse property and business owners up to \$500 for professional design fees related to a façade improvement project. Reimbursement will be made in full with no match requirement for design fees up to the stated maximum allowance.

Available Funds for Signage

This grant program will reimburse property and business owners a fifty percent (50%) match of signage costs up to \$1,500. Sign projects that exceed \$3,000 are only eligible for a maximum reimbursement of \$1,500.

Eligibility Requirements

Only property owners, tenants, and business owners in the Potomac Avenue or West Liberty Avenue districts are eligible to apply for this grant at this time.

Tenants and business owners are encouraged to apply for assistance even if they do not have any ownership in the building; however, the tenant applicant must receive written permission from the property owner to be submitted with their application. The property owner and tenant may apply for funding for separate work on the same building. For example, the building owner may wish to replace windows, while the tenant may wish to replace signage. Any applications made for improvements on the same property by the same person must be at least three years apart from completion of the original project.

Corner properties and properties with two façades visible from public thoroughfares may be eligible for additional funding. Please indicate this information on the application if applicable. At the discretion of the independent project review panel, projects with major impact may be eligible for additional funding.

Eligible activities include exterior improvements made to the property that are visible to the street, permanently attached, or adhered to the property, such as paint, masonry, lighting, shutters, windows, downspouts, doors, façade repair, and signage that is attached to the building. Roof construction and roof repairs are not eligible.

If the building owner or tenant is proposing to do the improvements themselves, Dormont will reimburse for materials only, and the building owner or tenant must submit estimates of material prices. If the building owner is a professional contractor, only materials and labor costs for improvements completed by subcontractors will be reimbursed provided an invoice and proof of payment is submitted. Payments made in cash are not reimbursable.



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At the time and date of application, all applicants must be up to date and current on the payment of their Keystone Oaks School District and Allegheny County taxes, as well as Borough of Dormont accounts, including property taxes, in order to be considered and in order to be eligible to receive funds.

Written notification of grant award must be received by property / business owner prior to project launch or sign installation. Projects that begin before receipt of “Letter to Proceed” will risk voidance of their approval.

Evaluation Criteria and Approvals

An independent project review panel will review each application and makes award decisions. The applications will be reviewed and granted on a rolling basis, and prioritization will be given to façade improvements based on the following criteria, but in no particular order, on a first come/first served basis:

- 1) Projects with façade improvements with high-quality design and/or value based on recognized professional standards or best practices
- 2) Projects that offer the potential for job creation
- 3) Projects with an owner investment to request ratio equal to or greater than 1:1; with a private investment to request ratio equal to or greater than 2:1; or with a tenant investment to request ratio equal to or greater than 1:1
- 4) Projects where the entire construction budget is viable (if the full project requires additional capital, those sources are identified, secured, or being pursued)
- 5) Projects that have a clear construction timeline and can be completed within a year
- 6) Projects for minority, immigrant, veteran, or women-owned enterprises
- 7) Projects that incorporate design elements to improve safety and walkability of the business district, such as but not limited to nighttime lighting, windows looking onto streets and parking lots, etc.

Many projects, including signage, will require a Borough building permit and / or zoning approval. All proper permits and zoning approvals must be received in order to be eligible for funding. Any applicant who received approval for grant funds, but who finished the project without proper Borough approvals will not be eligible for reimbursement of expenditures.

If façade painting is part of the proposed project, the applicant must submit color swatches and a color schemata diagram indicating where each color will be used on the building. The color schemata must be a minimum submission of the manufacturers’ color swatches and a print-out photograph of the entire façade clearly indicating where each color is to be used. A professional color rendering of the façade may be submitted but is not required. Although not regulated by the Borough, color combination and placement on the building must be approved by the independent project review panel as part of the application approval process. If the approved colors are not implemented in the project, funds may be withheld.

Information on permits and zoning are available in the Borough offices and online at www.boro.dormont.pa.us.

Application Process

1. Arrange for three written bids or material estimates for the work being done along with a timetable for completion
2. Obtain proof of current compliance with all taxes associated with the property or business
3. Once the preliminary review of the application and corresponding bids and requirements is finished and has been deemed complete (see last page of the grant application packet for a comprehensive checklist), the application will be submitted to the independent project review panel for review. If deemed necessary, an in-person meeting to review the application may be scheduled.
4. If approved by the independent project review panel, the applicant will receive a Notice to Proceed letter from the Borough of Dormont. Applicants must also sign a Reimbursement Agreement document. Work must begin within 60 days from the date of the grant approval letter and must be completed within 90 days of inception. Any modifications to the original design must be brought to the attention of the Borough of Dormont and are subject to additional review by the independent project review panel . Designs that deviate from the original without prior approval risk their reimbursement.
5. When all work is complete and all contactors and professional services are paid in full, please forward receipts, invoices marked "Paid in Full" and cancelled checks for the completed work to the Borough of Dormont office for reimbursement. Bank statements and / or credit card statements showing payments must be provided. Payments to contractors, suppliers, and vendors must originate from the grantee. **Do not pay in cash. Cash payments are not reimbursable.**
6. Once all information and receipts are submitted, and prior to any funds being released, the independent project review panel will arrange for a site visit to inspect that the work has been completed as per the original application.
7. Reimbursement can be expected within 60 days of submission of appropriate paperwork.
8. Applicants may apply for funding for façade improvements and design / architectural services simultaneously. Signage applications must be made under separate applications.
9. The Borough of Dormont reserves the right to withdraw funding from any applicant that does not comply with the stated guidelines and processes set forth.

Please contact the Borough office at (412) 561-8900 for any additional questions.



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APPLICATION FOR FAÇADE GRANT 2022

Applicant name:

Business name:

Property address:

Mailing address:

Phone: _____ E-mail: _____

Reimbursement check is written out to:

- Business? Yes ___ No ___
 - o If yes, please provide Tax ID# _____
- Applicant? Yes ___ No ___
 - o If yes, please provide SS # _____

Building owner's name and contact information, if different from above:

BUILDING INFORMATION

Building's primary use (please indicate number of residential units if mixed use property):

Current tenants, if owner:

Is building fully occupied? Yes _____ No _____

Lease expiration date, if tenant: _____

Application is for:

____ Signage (Please indicate sign type)

- ____ Blade (projecting) with lighting
- ____ Blade without lighting
- ____ Painted window sign with lighting
- ____ Painted window sign without lighting
- ____ Awning or canopy with lettering
- ____ Flat, wall, or fascia

____ Exterior improvement

- ____ Painting
- ____ Windows
- ____ Doors
- ____ Repointing
- ____ Other, please specify: _____

____ Code compliance / ADA compliance

____ Professional design services



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How long has this business been in operation?

- 10 or more years
- Between 3 and 10 years
- Less than 3 years

Building use: (check all that apply)

- Retail / Restaurant storefront
- Owner occupied commercial
- Tenant occupied commercial
- Commercial property / mixed use
- Owner occupied residential
- Tenant occupied residential

Was a design professional consulted on this project? Yes No

If yes, please provide contact information:

Proposed dollar amount for completed project: \$ _____

Timetable for completion:

Do you plan improvements in addition to those that will be covered by the grant? If yes, please explain:

Please include with your application:

1. Completed application
2. Completed W-9 form for reimbursement payee
3. Proof of current compliance with all local taxing authorities to include copies of most recent property tax bills and copies of proof of payment
4. Current photograph(s) of building
5. Project cost quotes / estimates for all components of the project (please note: a minimum of three is required). If doing the work yourself, a single materials estimate is sufficient.
6. Applicable diagrams, sketches, photos, color swatches, schemata, etc.
7. Letter permitting exterior improvements, if not the property owner
8. Any additional information you may feel would be helpful in the evaluation process

I acknowledge that I have read the complete Grant Guidelines and Application Process and have retained a copy for my records.

Signature

Date