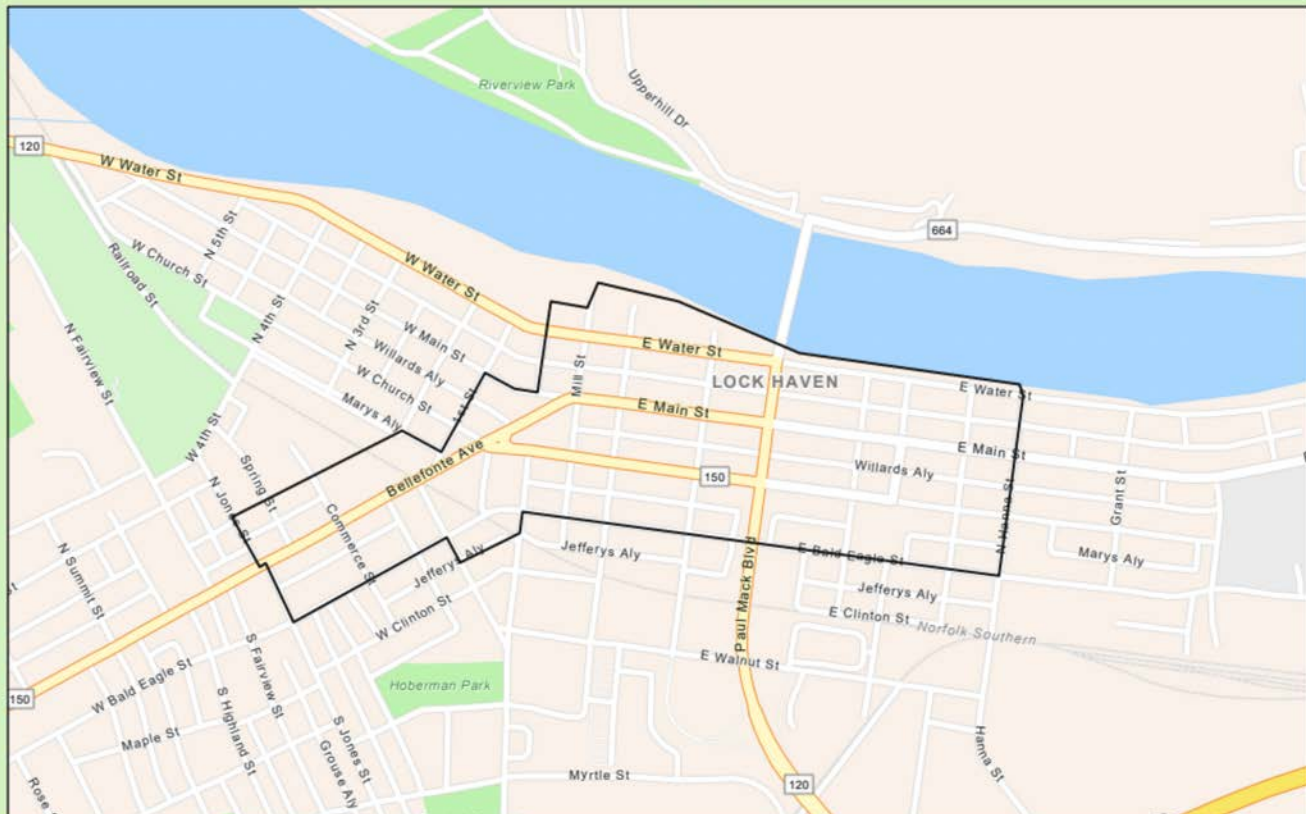


## Enhance the Haven Program Policies and Procedures

Grants through the Enhance the Haven program are available to commercial properties within the program area to stimulate private investment for downtown properties, foster an attractive shopping environment, and preserve Lock Haven's architectural heritage. The Enhance the Haven program is available to Downtown Lock Haven, Inc. members within the Lock Haven Main Street target area. These boundaries include properties located along the following streets, including the blocks extending East/West.

- Water Street from Hanna Street to Nesbit Lane
- Main Street from Hanna Street to 1st Street
- Church Street from Hanna Street to 1st Street
- Bald Eagle Street From Hanna Street to Jones, including Jeffery's Alley from Liberty Street to Park Street
- Bellefonte Avenue from Main Street/Mill Street to Jones Street, including Stone Alley from Commerce Street to Jones Street

## Enhance the Haven 2022 Façade Grant Program Boundaries



## Enhance the Haven Program Overview

The program offers matching grants for storefront and façade improvements in the downtown business district for up to \$5,000 per storefront. Grants are intended to stimulate private investment in the preservation of historic downtown architecture and to foster image-making improvements to downtown commercial properties.

Funding for Downtown Lock Haven Inc.'s Enhance The Haven Program is provided by the Pennsylvania Department of Community & Economic Development (DCED) under the Keystone Communities Façade Grant Program. Grants are made per the Downtown Lock Haven Inc. Enhance The Haven policies and conform to all applicable state and local guidelines and requirements. This program is administered by Downtown Lock Haven Inc. in collaboration with the City of Lock Haven.

### Program Objectives

Downtown Lock Haven Inc.'s Enhance The Haven Program aims to boost our city and continue to stimulate private investment in the Central Business District. The program seeks to preserve and restore historic downtown architecture and to foster image-making improvements to all downtown commercial properties regardless of their historic significance.

Projects must achieve visible results that enhance the downtown image, marketability, and economic vitality. ETH Grants have the following specific objectives:

1. Reduce or eliminate vacancies in the core of downtown, and promote the adaptive reuse of commercial buildings;
2. Bring substandard building conditions into compliance with basic health, safety, and building codes and enhance the visual appeal of downtown businesses;
3. Facilitate compliance with federal ADA access requirements; and
4. Assist with the preservation of historic commercial buildings and ensure that such buildings are rehabilitated in an appropriate manner.

Grant applicants are encouraged to use the services of design professionals. Downtown Lock Haven Inc. facilitates compliance with the required design standards by providing technical and design assistance to grant applicants.

## Program Eligibility

- Members of Downtown Lock Haven, Inc.
- Any person(s) or other legal entity owning commercial property within the program boundary is eligible to apply. Qualifying commercial properties include single-purpose retail and office buildings and mixed-use buildings containing combinations of retail, office, and residential apartments.
- In cases where more than one storefront exists within the same façade, each storefront can receive its own grant for eligible grant activities. A storefront shall be defined as being located on the street level and having its own unique and separate entrance, interior space, and display window. The façade is the part of the building facing the street or streets. It includes the entirety of the face of the building from the ground up.
  - Downtown Lock Haven Inc. requires that the whole façade have a unified design scheme regardless of the use of the upper floors or the number of storefronts present. Corner properties are eligible for façade grants.
- A single property owner can receive more than one grant if he/she owns more than one property.
- 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 (\$5,000). A tenant can apply for the full amount, with the consent of the property owner.
- Buildings that span more than one street address may be eligible for a grant of up to \$3,500 per address or 50% of the total project cost, whichever is less.
- A joint façade improvement project (with three or more adjoining properties that share a common wall) is eligible for grants up to \$3,500 per property or 50% of the total project cost, whichever is less.
- All work must conform to local and state ordinances: permits from the City of Lock Haven and/or permission from the property owner will be required, if applicable. Where applicable, all work must conform to the U.S. Department of the Interior's "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings". If the property is located within the City of Lock Haven Historic District, a permit must be obtained from the Historic District Advisory Committee prior to work.
- All work must be completed in a manner consistent with the work described in the approved grant application. Reimbursement will be made upon satisfactory completion of the project.
- The applicant must submit documentation that substantiates the total and final cost of the work and documentation the work is complete to the Enhance the Haven Committee.

## Program Eligibility

- No more than (3) grants will be approved per property/business owner per year, based on the application approval date.
- All work must be completed within 1 year from the grant approval date; otherwise, the grant will be forfeited.
- The Enhance The Haven Committee will stop accepting new applications upon such a time as all funding is allocated for the year. Grant monies allocated but not distributed will be made available to new applicants within this same year. Newly available funds would be advertised in a way that communicates with all owners and operators.
- Project costs are inclusive of appropriate Pennsylvania sales taxes.
- For the purposes of Enhance The Haven Grant applications, boarding houses are to be considered commercial property.

## Terms of Grant Award

The Downtown Lock Haven Inc. Enhance The Haven Grant is operated on a reimbursement basis for improvements that have been pre-approved to ensure that the matching requirements discussed below are met.

ETH Grants are awarded on a 50-50 matching cost basis. The maximum ETH Grant that may be awarded is \$5,000 per storefront for projects costing \$10,000 or more. Grants are made on a cost reimbursement basis, following a process of application, design review and approval, and construction. Provided that all design guidelines are met, Downtown Lock Haven Inc. will allow property owners to do their work and reimburse for completed work based on actual final expenses.

## Review and Approval

All ETH grant applications and completed projects are subject to review by Downtown Lock Haven Inc.'s Design Committee and approval by Downtown Lock Haven Inc.'s Board of Directors as a condition of the grant award. The committee reviews applications for conformance to the program design standards and recommends formal action to the Board of Directors. Any and all disputes will be resolved by the full Board of Directors of Downtown Lock Haven Inc.

## Eligible Project Designs

Major repairs, rehabilitation, and restoration of commercial storefronts and façades are eligible activities. Projects must achieve visible results that enhance Lock Haven's Downtown image, marketability, and economic vitality.

A variety of commercial property improvements, including major maintenance, repair, rehabilitation, and restoration of storefronts and façades are eligible activities.

1. **Brick and Stone Masonry** - Structural repairs, cleaning, re-pointing, and painting.
2. **Architectural Metals** - Repair, cleaning, refinishing, painting, duplication, and restoration of exterior building components, e.g., cast iron, and pressed tin.
3. **Doors and Upper-Story Windows** - Maintenance, repairs, replacement, and restoration of the window sash, exterior doors, and installation of storm windows in conjunction with other significant façade improvements.
4. **Exterior Woodwork** - Maintenance, repair, rehabilitation, and restoration of sills, windows, doorframes, bulkheads, storefront and roof cornices, window hoods, and decorative moldings.
5. **Storefronts** - Removal of inappropriate coverings and additions, maintenance, repair, rehabilitation, and restoration of display and transom windows, lighting, and decorative architectural enhancements.
6. **Signage** - Maintenance, repair, removal, and replacement in connection with real property improvements.
7. **Painting** - Surface preparation, cleaning, and painting.
8. **Awnings** - Installation, repair, and maintenance of fabric awnings in connection with real property improvements.
9. **Design Assistance** - Architectural, historic preservation, and graphic design services.
10. **Lighting** - External lighting fixtures both for signage and building lighting.
11. **Removal** - Remove inappropriate materials & additions on building surfaces to expose original architectural features
12. **Approved Mural Designs** - artist fees and supplies
13. **Approved Planters** - keeping in synergy with existing city planters, including curbside barrier planters

## Projects That Are Not Eligible

- Interior Renovations and Improvements
- Plastic Signage/Window Decals
- Roofing
- Siding Repairs (unless approved by ETH Design Committee)
- Sidewalks, Driveways, or Parking Lot Repairs
- Improvements to Sides of Buildings that are not defined as storefronts
- Landscaping, or Fences
- Sandblasting
- New Building Construction

## Design Standards

Project activities must conform to The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings. The general standards are as follows. For properties located in the City of Lock Haven Historic District, the Historic District Advisory Committee must review and approve all improvements. The committee will ensure the projects align with the Secretary's Standards.

- A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
- Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires the replacement of a distinctive feature, the new feature shall match the old design, color, texture, and other visual qualities, and where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

## Design Standards

- Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

## State and Local Regulations

1. Properties will be inspected in accordance with the Code of Ordinances for the City of Lock Haven to establish the scope of work necessary to comply with the basic health, safety, and property maintenance requirements of the International Building Code. All rehabilitation work financed in connection with the Enhance The Haven Grant must conform to the applicable requirements of city codes and regulations.
2. Any questions about city codes and regulations will be referred to the City of Lock Haven Code Office at 570-893-5916.
3. Signage must comply with local ordinances. Applicants may contact the City of Lock Haven Code Office at 570-893-5916 with questions regarding signage.
4. The Enhance The Haven Grant is funded by the Pennsylvania Department of Community and Economic Development and the Pennsylvania Prevailing Wage Act applies to project improvements that are paid in whole or in part with public funds where the estimated total project cost exceeds \$25,000. If your total project cost exceeds \$25,000, please make sure that the contractor, who provides a price quote, is aware that prevailing wage rates will apply; this may increase the amount of the price quote. Please note that the contractor will be required to submit weekly payrolls to Downtown Lock Haven Inc.'s office to document that the contractor's employees are paid the prevailing wage.

The Enhance The Haven Grant is available for DLH member commercial properties being used as residential rental property within the following designated area only. These boundaries include properties located along the following streets, including the blocks extending East/West.

- Water Street from Hanna Street to Nesbit Lane
- Main Street from Hanna Street to 1st Street
- Church Street from Hanna Street to 1st Street
- Bald Eagle Street From Hanna Street to Jones, including Jeffery's Alley from Liberty Street to Park Street
- Bellefonte Avenue from Main Street/Mill Street to Jones Street, including Stone Alley from Commerce Street to Jones Street

### **Phase One**

The Enhance The Haven Grant will begin accepting proposals for façade work for the years 2023-24 in a timely manner after notification of the award of the grant. Applications will be reviewed in the order they were received.

The selection of Enhance The Haven Grant recipients is based solely on project merit and not on financial need. Only commercial properties and external improvements are eligible.

The Enhance The Haven Grant committee will review applications and determine eligibility using the Enhance The Haven Grant Criteria and Guidelines with final approval from the Downtown Lock Haven Inc. Board of Directors.

Downtown Lock Haven Inc.'s Board of Directors has sole discretion for approving Enhance The Haven Grant funds. At no time shall Downtown Lock Haven Inc.'s Board of Directors choose to deny releasing funds to an applicant who has otherwise met all of the obligations, and has completed all work per the Enhance The Haven Grant guidelines.

The Enhance The Haven Grant Review and Approval Flowchart (page 16) 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 and authorized tenants, lessees, etc. must match the grant dollar-for-dollar with private investment monies.



## Phase Two

### Application Process

1. The Enhance The Haven Grant committee will facilitate workshop meetings for business and property owners to learn more about the grant process, and 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 the ETH Grant committee. Bring the application form to the meeting (filled out as completely as possible).
2. Submit the following materials to complete your application
  - a. Completed application form, including the property owner's approval.
  - b. Photographs showing the building façade prior to improvements.
  - c. Signed sexual harassment/non-discrimination-policy agreement (an example follows these guidelines or you may use your own).
  - d. An 8.5"x11" 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.
  - e. A manufacturer's material specification sheet shall be submitted for approval for each material to be used on the project.
  - f. At least three estimates for work to be completed\*
  - g. Submit a current Certificate of Insurance for all contractors performing work on the project prior to the start of work.
  - h. City of Lock Haven Building Permit or proof of application, if required.
  - i. Completed W9 form that matches the business or entity that will receive the final reimbursement check.
3. The ETH Grant committee will review the completed application packets and provide feedback to the applicant or accept the application.
4. The DLH Board of Directors will review the application under the advisement of the ETH Grant committee and will vote on the final decisions.
5. Accepted applicants will be notified by DATE TBD

\*the current workforce and effort from the applicant will be taken into consideration when reviewing this requirement

## Phase Three

### Reimbursement Process

1. The following materials should be submitted after project completion to ensure reimbursement:
  - a. Photographs showing the building façade after improvements are complete.
  - b. Copies of all canceled checks (front and back) made out to contractors with matching receipts or invoices.
  - c. Copies of final invoices signed and marked paid - invoices MUST include the contractor's license number.
  - d. 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 the ETH Grant committee about the completed work meeting the requirements outlined in the grant application, the Applicant shall have the opportunity to meet with representatives of the ETH Grant committee to discuss the difference of opinion and present their position.
3. All paperwork must have the address referred to in 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 when possible.
5. All work must be completed within 1 year from the grant approval date, otherwise, the grant will be forfeited.
6. The ETH Grant committee will stop accepting new applications upon such a time as all funding is allocated for the year. Grant monies allocated but not distributed will be made available to new applicants within this same year. Newly available funds would be advertised in a way that communicates with all owners and operators.

### Contact Information

For more information, or to schedule a pre-application meeting, contact Kira Rosamilia, Downtown Lock Haven, Inc. Manager, at (570) 748-1576 or [dlhmanager@lockhaven.org](mailto:dlhmanager@lockhaven.org).

## **Non-discrimination/Sexual Harassment Provisions**

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

*The Enhance The Haven Grant Applicant agrees:*

- In the hiring of any employee(s) for the manufacture of supplies, the performance of work, or any other activity required under the grant agreement or any other subgrant agreement, contract, or subcontract, the Grantee, a subgrantee, a subcontractor, or any person acting on behalf of the Grantee shall not discriminate 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
- The Grantee, subgrantee, contractor, subcontractor, or any person on their behalf shall not in any manner discriminate in violation of the PHRA and applicable federal laws against or intimidate any of its employees.
- The Grantee, subgrantee, contractor, or any subcontractor shall establish and maintain a written non-discrimination and sexual harassment policy and shall inform their employees of the policy. This policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Non-discrimination/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.
- The Grantee, any subgrantee, contractor, and subcontractor shall not discriminate 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.

## Non-discrimination/Sexual Harassment Provisions

- The Grantee and each subgrantee, contractor, and subcontractor represent that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws and regulations relating to non-discrimination and sexual harassment. The Grantee and each subgrantee, contractor, and subcontractor further represent that it has filed a Standard form 100 Employer Information Report (EEO-1) with the US 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 employees that have federal government contracts of first-tier subcontracts and have 50 or more employees...
- The Grantee, subgrantee, contractor, or subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EE-01 reports, and permit access to their books, records, and accounts by the Grantor and the Bureau of Small Business Opportunities (BSBO) for the purpose of ascertaining compliance with the provisions of this Non-discrimination/Sexual Harassment Clause
- The Grantee, any subgrantee, contractor, or subcontractor shall include the provisions of this Non-discrimination/Sexual Harassment Clause in every subgrant agreement, contract, or subcontract so that those provisions are applicable to subgrantees, contractors, or subcontractors will be binding upon each subgrantee, contractor, or subcontractor.
- 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 and may be forfeited for a violation of the terms and conditions of this Non-discrimination/Sexual Harassment Clause. In addition, the Grantor may proceed with debarment or suspension and may place the Grantee, subgrantee, contractor, or subcontractor in the Contractor Responsibility File.

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*Print Name*

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*Signature*

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*Date*

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

Applicant is the: Property Owner:  Business Owner:  Other:  \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

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

If different than above:

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Length Of Time At Current Location: \_\_\_\_\_

Lease Expiration Date, if applicable: \_\_\_\_\_

Property Owner (if different than applicant):

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Please describe the planned improvements. Please remember to attach design plans, current photos, a proposed sketch, and three written estimates from contractors, including their contractor numbers.

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*The grant award is 50% of your approved project cost, up to \$5000. A joint façade restoration project is eligible for grants up to \$3,500 per property or 50% of the total project cost whichever is less. Attach additional sheets if necessary.*

**Estimated Cost of Work:** \_\_\_\_\_

**Requested Grant Amount:** \_\_\_\_\_

**Anticipated Start Date:** \_\_\_\_\_

**Anticipated Completion Date:** \_\_\_\_\_

I acknowledge that I understand the terms of Downtown Lock Haven, Inc.'s Enhance the Haven Grant, and it is my intent to meet the specified terms if this application is approved. I understand further that this project is approved for grant reimbursement only in strict accordance with the approved design plans that are attached to this application and hereby made part of this agreement. I understand that, unless otherwise agreed to by both parties, the work must be completed within 6 months of the approval date. I further understand that change orders on work in progress require approval by the Enhance The Haven Design Committee and that failure to comply with this agreement may jeopardize receipt of grant funds.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

As the owner of the designated property, I have reviewed the above application and I authorize the applicant to perform improvements as described above as part of Downtown Lock Haven Inc.'s Enhance The Haven Grant.

\_\_\_\_\_  
*Signature of Property Owner, if applicable*

\_\_\_\_\_  
*Date*

If applicable, I, as a member of the Board of Directors for Downtown Lock Haven Inc., recuse myself from voting on this application.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

## The Enhance the Haven Grant Applicant Checklist

***Please be sure that you are including all of the materials listed below with your grant application. Applications missing any of these materials will NOT be reviewed or processed. All of 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 the Completed Project
- Manufacturer's Material Specification Sheet for Each Material Used on the Project
- At Least Three Estimates for Anticipated Work
- Current Certificate of Insurance for All Contractors Performing Work on the Project
- Completed W9 form, matching the recipient of the final reimbursement check.
- City of Lock Haven Building Permit or proof of application, if required.

Downtown Lock Haven Inc. has reviewed this application and the proposed project conforms to the organization's design standards and is approved for a grant award in accordance with the statements contained herein.

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*Chairperson, Design Committee*

*Date*

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*President, Board of Directors*

*Date*

# 2022 ENHANCE THE HAVEN GRANT

## GRANT REVIEW & APPROVAL FLOWCHART

Follow the process below to complete a façade project from start to finish.

The Enhance the Haven Grant Committee is available to answer any questions and can be reached through Kira Rosamilia at 570-748-1576 or [dlhmanager@lockhaven.org](mailto:dlhmanager@lockhaven.org).

**Grant Award from Department of Community and Economic Development (DCED)**

Expected by Spring 2023

**Obtain Two Contractor Bids**

Make sure the bids are valid throughout the application period  
(3 months at most)

**Complete An Application**

Applications available on DLH's website

**Site Visit**

Show off your project to the ETH Committee

**Wait For A Decision**

ETH review can take up to 1 month

**Sign a Contract**

Make it official  
and get to work!

**Complete The Work Within 1 Year**

**Submit Receipts For Reimbursement**

Don't forget to include photos of the finished project