

# Storefront Renovation Program Program Guidelines

## I. Statement of Purpose

The Storefront Renovation Program (SRP) is intended to improve the physical appearance of commercial storefronts in Pittsburgh's neighborhoods.

## II. Program Funding

SRP may be funded in part through the City of Pittsburgh, the Commonwealth of Pennsylvania Department of Community and Economic Development, the U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG), and the Urban Redevelopment Authority.

## III. Eligibility

The following criteria will be used to determine whether an applicant is eligible for a SRP grant:

### A. Area Eligibility

SRP projects must be located within the City of Pittsburgh. Priority will be given to projects located outside the City's designated primary Mainstreets districts and other URA commercial façade programs.

### B. Types of Businesses

1. Commercial establishments (retail and wholesale trade).
2. Service establishments to include:
  - a. Professional services (e.g.: doctors, lawyers, accountants, architects, etc.);
  - b. Personal services (e.g.: dry cleaners, laundromats, barber & beauty shops, etc.);
  - c. Certain repair services (e.g.: office equipment, radio/television, bicycle, furniture, locksmith, etc.); and
  - d. Business services (e.g.: advertising, office management, printing, etc.).

Banks, savings and loan associations, gas and service stations, used car lots, home-based businesses and adult entertainment establishments are not eligible.

IV. Eligible Activities

Exterior building improvements based on an approved work plan which can include: storefront lighting, signage, windows, painting, etc.

V. Parameters of Grant

A. Grant Size:

Up to 50% or \$5,000 maximum for eligible improvements. The grant agreement can be with the property owner or the tenant of the property (tenants must secure the property owners agreement to access this program).

B. Fees:

\$250 application fee per eligible property (non-refundable) payable to the Urban Redevelopment Authority of Pittsburgh.

C. Other:

Projects greater than \$25,000 may require the State's prevailing wage rates. Other conditions may also apply.

VI. Waiver of Provisions

The Board of Directors of the URA may waive certain provisions of these guidelines based on a determination of the private and public benefits of the project.

VII. Notification

URA reserves the right to:

A. Reject any and all applications.

B. Notify the appropriate community-based organization of applications received from businesses in their neighborhoods.

C. Announce all loan commitments publicly.

VIII. Additional Information

**Please note that you may receive an IRS form 1099 if required by the Internal Revenue Service. Please speak to your accountant regarding any tax implications to you.**

For additional information, please contact the Urban Redevelopment Authority, Center for Innovation and Entrepreneurship at 412-255-6550 or via our web site at [www.ura.org](http://www.ura.org). Our TDD number for the hearing impaired is 412-255-6644.

*The Urban Redevelopment Authority of Pittsburgh does not discriminate on the basis of race, color, sex, religion, marital status, disability, age, sexual orientation or national origin. No person, solely on the basis of any of the above factors, shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under the loan and grant programs operated by the Business Development Center of the Urban Redevelopment Authority of Pittsburgh.*

**STOREFRONT RENOVATION PROGRAM (SRP) GRANT  
BASIC PROCEDURES**

- STEP 1: Property owner (applicant) submits SRP application to the URA with photograph(s) of building, copy of current occupancy permit, \$250 application fee and description of requested improvements.
- STEP 2: URA will review the submitted requested improvements (work plan). Such review may include a design consultation with URA staff or their agent. If design is acceptable, the URA will provide a notice to proceed letter within fifteen business days.
- STEP 3: Once applicant receives the notice to proceed letter, they will need to secure cost estimates based on the approved work plan. The applicant must submit these cost estimates to the URA within 60 days of receiving the notice to proceed.
- STEP 4: The URA will review the cost estimates and then proceed to issue a commitment letter to the applicant within ten business days.
- STEP 5: Upon applicant signing and returning the signed commitment letter, work may begin. URA will monitor progress of the building improvements.
- NOTE: THE URA CANNOT PAY FOR ANY WORK THAT HAS BEEN COMPLETED PRIOR TO A SRP COMMITMENT LETTER BEING EXECUTED.
- STEP 6: Applicant must pay the matching portion of the project costs first. The URA will make payment when all work is complete. Applicant will be required to complete all work within four-months of acceptance of the commitment letter. Once work is completed, the URA will schedule a closing for execution of the grant agreement and the disbursement of grant funds. Disbursement of grant funds is contingent upon applicant providing receipts for completed improvements.

**NOTE:** *The SRP Grant provides up to 50% or \$5,000 maximum for eligible improvements. If your project costs exceed \$10,000 and you are located within one of the City's Mainstreets-eligible neighborhoods, you may be interested in utilizing the Streetface program which could provide a larger dollar amount towards your project costs. For more information on the Streetface program, please contact Quianna Wasler, Mainstreet Development Specialist, of the URA at 412-255-6550 or [qwasler@ura.org](mailto:qwasler@ura.org).*

BUSINESS DEVELOPMENT CENTER ~ 200 ROSS STREET, 11<sup>TH</sup> FLOOR ~ PITTSBURGH, PA 15219 ~ 412-255-6550

**STOREFRONT RENOVATION PROGRAM (SRP)**  
**GRANT APPLICATION**

412.255.6600

200 Ross Street  
Pittsburgh, PA 15219

[ura.org](http://ura.org)

**APPLICANT INFORMATION**

URA I.D. # \_\_\_\_\_

\_\_\_\_\_  
Name of Applicant Telephone Number E-Mail Address

\_\_\_\_\_  
Street Address City State Zip

**IF TENANT, PLEASE PROVIDE:**

\_\_\_\_\_  
Name of Building Owner Telephone Number

\_\_\_\_\_  
Street Address of Building Owner City State Zip

**PROPERTY TO BE IMPROVED**

\_\_\_\_\_  
Name of Business Telephone Number

\_\_\_\_\_  
Street Address City State Zip

Jobs To Be Retained: \_\_\_\_\_ Jobs To Be Created: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Neighborhood: \_\_\_\_\_

Current Use of Building:

Ground Floor \_\_\_\_\_ Upper Floor(s) \_\_\_\_\_

Proposed Use(s):

Ground Floor \_\_\_\_\_ Upper Floor(s) \_\_\_\_\_

**ADDITIONAL INFORMATION/DOCUMENTS**

The following information must accompany this application:

1. Description of requested improvements (work plan). Please be sure to include where applicable, materials, colors, dimensions, location of improvements on the façade, etc.
2. Photos of facade.
3. A copy of the occupancy permit.
4. Conflict of Interest Disclosure Form
5. \$250 application fee payable to the Urban Redevelopment Authority.

I have provided all information requested to the best of my knowledge, and I have read and fully understand the program guidelines and requirements of the Storefront Renovation Program (SRP).

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

**CERTIFICATIONS & DISCLOSURES:**

(STOREFRONT RENOVATION PROGRAM APPLICATION CONT.)

- 1) I/We have provided all information requested to the best of my knowledge, and I have read and fully understand the requirements of the Storefront Renovation Program.
- 2) That I/we will not discrimination on the basis of race, color, sex, religion, marital status, disability, age, sexual orientation or national origin.
- 3) That I/we do not have a business relationship (as stockholder, partner, member, agent, representative or employee) or family relationship with any person who is or who was, within one (1) year prior to the date of this application, an employee of the URA.

All applicants for loans or grants from the Urban Redevelopment Authority of Pittsburgh are requested to disclose if they are employees or related to employees of the URA or the City of Pittsburgh.

If you are an employee or related to a City or URA employee, a formal Conflict of Interest waiver must be presented to the URA's Board of Directors. If the source of funding for your URA financing is the U.S. Department of Housing and Urban Development (HUD), then you must also submit a formal Conflict of Interest waiver to City Planning and to HUD for approval.

**PLEASE CHECK AND COMPLETE APPROPRIATE BOX**

<input type="checkbox"/>	That I am an employee of the: City of Pittsburgh _____ Department URA of Pittsburgh
<input type="checkbox"/>	That I am related to (Employee's name) _____,an employee of the: City of Pittsburgh _____ Department URA of Pittsburgh
	My relationship to the employee: ___ Spouse      Father      Mother      Daughter Son      Other      _____ (Specify relationship)
<input type="checkbox"/>	That I am not related to an employee of the City or URA of Pittsburgh, nor am I am employee of the City or URA of Pittsburgh.

- 4) That I have not offered and shall not offer anything of value, including a promise of future employment or contract, to any person currently employed by the URA.
- 5) Criminal Disclosure: That no owner, partner, director or shareholder of the business has been convicted of a felony, except as follows (explain crime and when convicted):

---

- 6) Effect of Non-Disclosure: That I/we acknowledge that my application may be summarily rejected if any information I have supplied is false or misleading.
- 7) Assurance of Compliance with Grant Requirements: That I/we give the assurance that I/we will comply with the requirements that apply to this grant application and the Storefront Renovation Program, under which this application is made.

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

NOTE: 1. For your convenience, we have attached an application for the City of Pittsburgh's Tax Abatement Program (LERTA).  
All bids must conform to approved work write-up.