



Downtown Chambersburg Inc.

**Façade Improvement  
Programs & Guidelines**

January 2022

# Introduction

The purpose of the Downtown Chambersburg Inc. Façade Program is to encourage and support business owners and property owners on Main Street in Chambersburg to restore, improve, or maintain the façades on their buildings in the core business district. The visual impact of our Main Street environment is critical to attracting shoppers, foot traffic, visitors and members of the community at large. This core segment of our downtown has been described as the “front door of our community.” How we take care of the front door in Chambersburg will have a powerful impact on how we view ourselves and how others view our community.

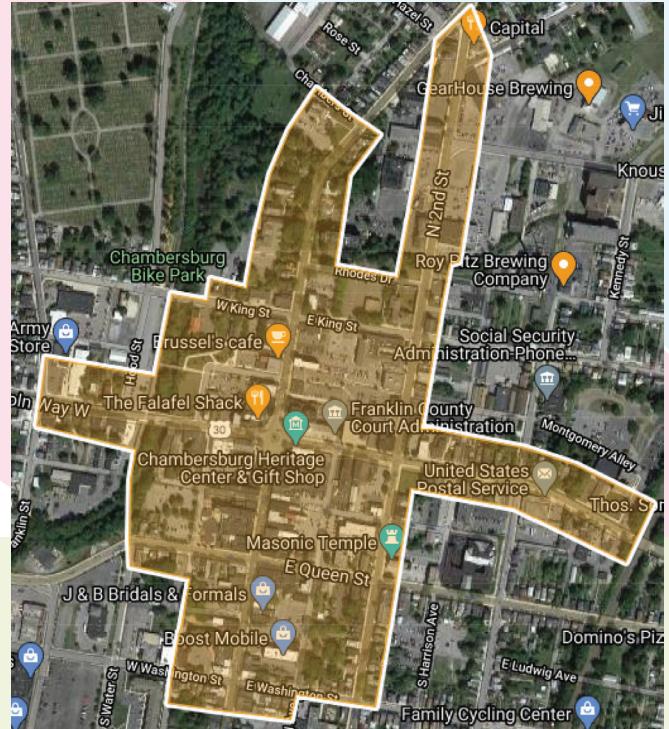
By granting property owners and businesses financial support to improve façades, this program will:

- Stimulate private investment in downtown properties
- Foster an attractive shopping environment
- Preserve the architectural heritage of downtown properties
- Provide for a safe downtown environment

## Program Boundaries and Eligible Activities

This program is limited to buildings that front streets within the program area as shown in the map. Only external improvements are eligible for this funding. Landscaping and site improvements such as sidewalks and paving, while important aspects of a revitalization program, are ineligible for reimbursement from this specific program. Applications for this Façade Grant Program may include the following activities as eligible costs for reimbursement:

- Exterior signage
- Exterior paint
- Design assistance
- Storefront and building façades, such as brick, metal, wood, or stone work, doors, windows, awnings
- Signs and façade improvements to the rear or side of a building where they serve as a primary or secondary entrance to the business and is used as a standard customer entry/exit point. Examples are rear entrances that funnel customers into a business from adjacent parking lots.



The Downtown Chambersburg Façade Program is separate from other grants offered by the Borough of Chambersburg or other organizations.

## Program Limits

The Downtown Chambersburg Inc. Façade Program is limited to commercial properties. Please see map on page 2. Residential buildings are not eligible, however, commercial buildings with mixed business and residential, are (some multiunit residential can be considered commercial). Only the front façades of commercial buildings, facing street, are generally eligible.

Either the property owner or the owner of the business entity may apply for and receive grant funding through Downtown Chambersburg Inc.'s Façade Grant Program, though the application requires project approval by the property owner. Each property may apply for up to two Downtown Chambersburg Inc. Façade Grants per calendar year. It is expected that funding will be granted to 10 – 15 projects during its life cycle.

## Design Standards

The Downtown Chambersburg Inc.'s Façade Program, respecting its place as a designated Historic District, has adopted the U.S Department of Interior's "Standards for Treatment of Historic Properties." Please refer to the published copy of these guidelines (a copy of which can be found at Downtown Chambersburg Inc.'s office). These guidelines are a good guide to how best to proceed with your project. While the Review Committee expects applicants to develop their project in good faith with the advice given in the design guidelines referred to above, we also recognize that each project has unique aspects which require a degree of flexibility.

In general, the Review Committee will approve or deny projects based on two key factors: Is it an improvement to the overall aesthetic appearance (curb appeal) to Chambersburg's Downtown? Is it appropriate to the neighboring buildings and the specific location in Chambersburg's Downtown? Does it foster an improved shopping or downtown visiting experience?

## Financial Details

This is a matching grant program, and the total maximum grant per project will be \$5,000. After project development, the applicant obtains two bids for the work to be done, submitted with the completed application. A representative from Downtown Chambersburg Inc. will conduct a pre-approval inspection of the project location. When it is completed, the work is inspected by a Downtown Chambersburg Inc. representative. Contractors are paid by the applicant. Receipts for payment are forwarded by the applicant to Downtown Chambersburg Inc. Downtown Chambersburg Inc. will then reimburse half the cost of the project, up to \$5,000. The total eligible activities could cost up to \$10,000 and you will receive a reimbursement for half the cost. The total eligible activities may cost more than \$10,000, however Downtown Chambersburg Inc. only reimburses a maximum of \$5,000 per project.

An applicant may do more up to two projects in a calendar year, but may only receive \$10,000 in Downtown Chambersburg Inc. Façade Grant funding in a calendar year. Grant applicants are required to maintain the building as a commercial entity for a minimum of three (3) years following completion of Downtown Chambersburg Inc. Façade Grant funded activities. If the commercial use is discontinued within the three-year period, all funds received from the Façade Grant Program must be returned to Downtown Chambersburg Inc.

The Pennsylvania Prevailing Wage Act (43 P.S. & 165-1 et seq.; 34 Pa. Code & 9.101 et seq.) may be applicable to this Project. If applicable, the Grant Recipient is responsible for including prevailing wage rates in all bid documents, specifications, and construction contracts pertaining to the project. The Department of Labor and Industry (L&I) has final authority to make all prevailing wage requirements.

*Please Note: Prevailing Wage requirements are generally applicable to grants for construction, demolition, reconstruction, alteration, repair work, renovations, build-out and installation of machinery and equipment in excess of \$25,000.00. Any questions as to final prevailing wage obligations should be directed to the Bureau of Law Compliance at 1(800) 932-0665.*

## The Review Committee

The members of the Façade Grant Review Committee are appointed by the Executive Committee of Downtown Chambersburg Inc. The Committee will consist of a minimum of three members. One member will be designated as the chair and responsible for conducting the application review process, documenting results, and making formal approval recommendation to the Downtown Chambersburg Inc Board of Directors for final approval.

### **USDA's Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, staff offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language) should contact the responsible Area, agency or staff office; the USDA TARGET Center at (202) 720-2600 (voice and TTY) or the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <http://www.ocio.usda.gov/document/ad-3027>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (833) 256-1665 or (202) 690-7442; or
- (3) Email: OASCR.Program-Intake



# Application Steps

Following is a step by step guide for a typical application. It is recommended that a potential applicant review the process with a Downtown Chambersburg Inc. representative prior to initiating the project.

- 1) Review this Downtown Chambersburg Façade Grant guide.
- 2) Identify that your building is in the eligible Main Street zone which would qualify for this program. These will be buildings fronting Main Street, between Falling Spring Creek and Washington St. in the Borough of Chambersburg.
- 3) Review the Design Guidelines, US Department of the Interior's "Standards for Treatment of Historic Properties," available at the Downtown Chambersburg Inc. office, to learn how best to plan your improvements.
- 4) Obtain two contractor estimates on the façade improvement work desired. Work must be exterior only, and may include repair, repainting, chemical cleaning, signage, awnings, windows, doors, brick, metal, wood, or stone work, and associated labor. Consider the potential for the project to be covered under the Pennsylvania Prevailing Wage Act.
- 5) Complete the Façade Project Application Form, attach contractor estimates, color charts, drawings description and include a check made out to Downtown Chambersburg Inc. for the application fee. Application fees are \$50 for projects up to \$500, and \$100 for projects exceeding \$500.
- 6) Arrange a pre-construction visit by a Downtown Chambersburg Inc. Representative.
- 7) Upon approval, a contract will be executed between applicant and Downtown Chambersburg Inc., acknowledging the grant commitment and the associated requirements for grant reimbursement.
- 8) Authorize the contractor work to begin for completion within 120 days from contract approval, unless stated otherwise in the contract.
- 9) After completion of work, contact Downtown Chambersburg Inc. for an inspection meeting at the work site to approve the completed work.
- 10) Grant funding reimbursement check will be issued within two weeks of the inspection and submission of receipt and dependent on speed of processing by state.

