



## Wilkinsburg Community Development Corporation Storefront Improvement Program Purpose & Review Process

The Storefront Improvement Program is available to commercial property owners with vacant storefronts within Wilkinsburg's municipal boundaries. Applicants within the central business district, as defined by the Wilkinsburg Comprehensive Plan, will be given priority. The program's purpose is to support making a building code compliant and occupied. This program is made possible by the Borough of Wilkinsburg.

Uses for grant monies include but are not limited to the following: update of interior wiring to current standards, update of plumbing to current standards, ADA (Americans with Disabilities Act) accessible bathrooms, ADA doorways, ADA exits, windows, floor separation, flooring, installation of safety equipment (fire extinguishers, fire alarms, etc.) and respective permits. The Storefront Improvement Program is a matching grant of 50% up to \$10,000 for qualified work.

If the project includes exterior improvements please consult the WCDC Façade guidelines which may be viewed online at [www.wilkinsburgcdc.org](http://www.wilkinsburgcdc.org). Façade improvements (signage, exterior lighting, exterior painting, etc.) are not covered under this program. To inquire about exterior improvement support, please contact the WCDC at 412-727-7855.

The Storefront Improvement Grant applications will be reviewed by the WCDC Executive Director for completeness of information and supporting documents and compliances with the UCC and Borough Code requirements. After the grant application is reviewed, it will be submitted to the WCDC Design Committee for review. The criteria for selection of businesses will be based upon location and confirmation that the property is currently vacant or sufficiently code deficient to be un-rentable. Only work approved by the Design Committee will be eligible for the Storefront Improvement Grant. Project work may not commence until the applicant/property owner receives a notice to proceed from the WCDC Executive Director. Once an application is approved, but before work may commence, the applicant must submit a schedule for project completion. All projects must be completed within a designated timeframe, agreed upon by the WCDC Executive Director. If work is not completed in the agreed timeframe, all grant money will be forfeited. However, if unforeseen circumstances occur which delay the project, exceptions may be considered.

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Applicant's projects are required to meet all applicable codes and ordinances of the Borough of Wilkinsburg. Applicants are also required to secure any necessary permit(s) from the Borough of Wilkinsburg before work can commence. Once the project has been completed, the applicant must send a letter of project completion, an "after" photo, copies of all receipts, and proof of payment for materials and labor to the WCDC Executive Director. Acceptable proof of payment consists of a copy of the front and back of each canceled check (or a copy of the front of each check and the corresponding bank statement), a copy of the credit card statement, or a copy of the electronic check transfer statement (ACH statement).

It is the responsibility of the grantee to fulfill financial obligations to all contractors and sub-contractors for the material and labor expenses. Work not completed in accordance with the approved project description may be denied payment. Once the work is completed and reviewed by the WCDC, the WCDC will submit a reimbursement request to the Borough of Wilkinsburg. The applicant can expect reimbursement within one month in accordance with the terms of the grant.