

PARIS TO PITTSBURGH

SIDEWALK ACTIVATION PROGRAM and FAÇADE RENEWAL PROGRAM

Thank you for your interest in the Paris to Pittsburgh Program. Administered by Pittsburgh Downtown Partnership and generously funded by Colcom Foundation, Paris to Pittsburgh seeks to enhance the environment of Downtown Pittsburgh with building and public realm design improvements implemented through the Sidewalk Activation Program and the Façade Renewal Program.

In order to begin the grant process, carefully read this package containing the application process and funding guidelines, and complete the Grant Application. Please consult the Paris to Pittsburgh Design Guidelines available at DowntownPittsburgh.com/P2P.

Questions and completed materials can be submitted to:

Bruce Chan
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PARIS TO PITTSBURGH APPLICATION AND FUNDING PROCESS

- Property or business owner (applicant) submits Paris to Pittsburgh Grant Application to Pittsburgh Downtown Partnership staff (PDP) with required materials and description of requested improvements, otherwise known as your *scope of work*.
- PDP will communicate with applicant to ensure a complete understanding of the submitted application and proposed improvements. If the project is deemed acceptable, PDP will deliver the application to the Paris to Pittsburgh Advisory Committee (Advisory Committee) for review. The Advisory Committee meets on the last Wednesday of each month.
- Applications deemed acceptable by the PDP and received before the second to last Wednesday of any month will be reviewed by the Advisory Committee in the same month. Applications received after the second to last Wednesday of any month, or applications missing required materials will be reviewed the following month.
- The Advisory Committee will review the application and either approve the design as presented or ask the applicant to adjust the proposal in order to be eligible for grant funding. The *scope of work* approved by the Advisory Committee will be used to inspect completed work before grant funding is disbursed.
- Upon project approval by the Advisory Committee, PDP will prepare a Grant Agreement to be executed by the applicant, at which time improvements may begin. PDP cannot pay for any work that has been completed prior to execution of the Grant Agreement. Improvements must begin within six months of executing Grant Agreement or applicant may forfeit grant funds.
- Once improvements are complete, PDP will schedule an onsite visit to ensure that all work was completed per the approved *scope of work*. Upon successful review, the applicant will provide invoices and evidence that all bills for improvements have been paid in full.
- PDP will disburse grant funds within 30 days of receiving invoices and closeout documentation.

1. Statement of Purpose

Paris to Pittsburgh activates and improves the appearance of the Golden Triangle.

2. Eligibility

a. Geographic Area

Projects must be located within the Central Business District, otherwise known as the Golden Triangle.

b. Types of Businesses/Properties

Paris to Pittsburgh supports enhancements to pedestrian-oriented businesses, including restaurants and cafes, and retail such as newspaper stands, flower shops, and bakeries, as well as comprehensive improvements to building façades. Other uses may be considered at the discretion of the Paris to Pittsburgh Advisory Committee.

c. Project Review

Projects must be reviewed by the Paris to Pittsburgh Advisory Committee prior to the start of construction in order to be eligible for funds.

d. Business Improvement District

Property associated with project or applicant must be current in payment to the Pittsburgh Downtown Business Improvement District (BID) and be clear of liens relative to the BID, if applicable.

3. Eligible Activities

Improvements such as (but not exclusively limited to) building façade enhancements, sidewalk cafes, awnings, painting, landscape elements, signage, accessibility improvements, outdoor furniture, signage, and lighting are eligible for reimbursement subject to approval by the Paris to Pittsburgh Advisory Committee. It is the responsibility of the applicant to ensure all improvements comply with local, state, and federal codes and regulations.

4. Parameters of Grant

a. Grant Amount

Paris to Pittsburgh Advisory Committee will approve matching grants of 50% of the total project cost up to \$30,000 per façade.

b. Fees

A non-refundable **administrative fee of \$250** payable to Pittsburgh Downtown Partnership is required upon project approval by the Paris to Pittsburgh Advisory Committee.

c. Disbursement of Funding

Funding will be released upon project completion, walkthrough by PDP staff, and when PDP is in receipt of all paid invoices and proof of payment.

d. Project Signage

Applicant must post signage on building façade while project is under construction indicating work is being done as a part of Paris to Pittsburgh. Sign will be provided by PDP and should be returned to PDP upon completion of construction activities.

5. Waiver of provisions

Paris to Pittsburgh Advisory Committee may modify or waive certain provisions of these program guidelines.

6. Notification

Pittsburgh Downtown Partnership and the Paris to Pittsburgh Advisory Committee reserves the right to:

- a. Reject, discontinue, modify, or withhold any and all applications or grant payments.
- b. Announce all grant commitments publicly.
- c. Use before and after photography of your project to market the program.

PDP Grant ID# _____

Applicant Information

Name of Applicant	Phone Number	Email Address	
Mailing Address	City	State	Zip
Business Name	<input type="checkbox"/> Building Owner <input type="checkbox"/> Business Owner <i>Check all that apply</i>		

Building Information

Name of Building Owner	Phone Number	Email Address	
Building Mailing Address	City	State	Zip
Number of Floors: _____			
Current Building Use: _____	Ground Floor	Upper Floor(s)	
Proposed Building Use: _____	Ground Floor	Upper Floor(s)	

Project

Is this part of a larger project (for example: interior renovations, full building redevelopment, adaptive reuse project, etc.)? Yes No

If YES, please provide a brief description of the total project and the estimated total project budget:

Brief Project Description: _____

Total Project Budget: _____

Paris to Pittsburgh Project Scope (Select all that apply)

- Sidewalk Activation / Café Façade Renewal / Enhancements

Brief Project Description of Paris to Pittsburgh Relevant Activities: _____

Paris to Pittsburgh Project Budget: _____

Project Architect / Designer

Firm (if applicable)

Name of Contact

Phone Number

Email Address

If you do not currently have an architect, would you like help finding one? Yes No

Submission Checklist

The following items must accompany this application:

- Architectural renderings of proposed improvements showing, where applicable, materials, colors, dimensions, location of improvements, and any other information necessary to understand the project including pictures / spec sheets of proposed furniture, signage, lighting, and other features.
- Site plan showing number of tables/chairs and their placement if applying for sidewalk café.
- Photos of façade and areas proposed for improvements showing existing conditions.
- Itemized budget for all costs relative to the project, and copies of certified contractor estimates.

Additional Information

Materials presented in this application and approved by the Paris to Pittsburgh Advisory Committee will otherwise be known as the scope of work for improvements. Any variance from the scope of work may lead to forfeiture of grant funding unless otherwise approved by the Pittsburgh Downtown Partnership. Therefore, all documentation must represent true intent.

Certification of Applicant

I have read and fully understand the program guidelines and procedures of the Paris to Pittsburgh Program and have provided all requested information to the best of my knowledge.

Print name

Title

Signature

Date

Certification of Property Owner

I have reviewed this grant application and associated documentation and hereby authorize the project applicant to make these proposed changes to my property.

Print name

Title

Signature

Date

Date Received: _____