

# City of Reading Historic Preservation Grant Program Guidelines



*Revised July 2015*

*City of Reading, Community Development Department*

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# 1 PROGRAM BACKGROUND

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The City of Reading’s Historic Preservation Grant Program is funded through Community Development Block Grant (CDBG) Program dollars from the Department of Housing and Urban Development (HUD). Formerly the Façade Improvement Program, it has been used for decades as a way to preserve historic residential and commercial properties all over the City.

The grant program has provided owners an opportunity to rehabilitate and restore buildings to their original character, in turn, stabilizing and improving neighborhoods while strengthening property values. The program remains an important neighborhood revitalization and economic development tool, and has been revised in an effort to more carefully target these resources toward revitalizing the City’s downtown commercial corridor and other key development areas.

Historic Preservation grants are available for the costs of Labor, materials, and other costs of rehabilitating, preserving, or restoring historic commercial, industrial, and residential properties. Historic properties are those sites or structures that are 1) listed in or eligible to be listed in the National Register of Historic Places (<http://www.cr.nps.gov/nr/>), or 2) designated as a State or City landmark or historic district by law or ordinance (See Appendix I for City of Reading Historic District Boundaries and Description). Nonprofit-owned nonresidential buildings and improvements are not eligible.

For commercial or industrial structures, rehabilitation is limited to improvement to the exterior of the building, abatement of asbestos hazards, lead-based paint hazard evaluation and reduction, and the correction of code violations.

Commercial Historic Preservation Grants of up to \$50,000 are being made available for as little as five percent in private matching funds depending on the location, type of project, and type of structure. They are available city-wide, but priority consideration will be given to qualifying structures within the city’s downtown (coterminous with the boundaries of the Downtown Improvement District, DID). Residential Historic Preservation Grants of up to \$5,000 are being made available for as little as 40% match.

Historic Preservation Grants are competitive. Applications will be reviewed and scored based on several criteria, including 1) the historic significance of the structure, 2) the impact the project will have on the target area, and 3) the amount of funding needed. All applications will be reviewed and scored by a committee. Awards are subject to availability of funds. Funding availability varies from year to year. Applicants may only be awarded funds for one project in a given year.



“It has been said that, at its best, preservation engages the past in a conversation with the present over a mutual concern for the future.”

-William Murtagh, first keeper of the National Register of Historic Places



## 2 PURPOSE OF THE PROGRAM

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The purpose of the program is to incentivize owners of historic structures in targeted areas of the City to make an investment in their property that will benefit not only themselves, but the City as a whole. These target areas include historic districts, the downtown commercial corridor (DID boundaries), and the Main Street Program area (*See Appendix II for a map of the Downtown Commercial District with Main Street Boundaries*).

Additionally, through this program, the City will provide greater incentives to rehabilitate structures deemed essential to development efforts within the designated commercial focus areas listed above. Strategically targeting these valuable and limited resources will allow the City to make a greater impact that more closely aligns with existing economic development and community development goals.

One major goal of the City is revitalizing downtown. In an effort to meet that goal, in 2013, the City of Reading in partnership with the Downtown Improvement District (DID), applied for and received Main Street designation from the Commonwealth of Pennsylvania, and today is one of several accredited Main Street Programs nationwide. Main Street® is three things: a proven strategy for revitalization, a powerful network of linked communities, and a national support program that leads the field.

Over the past 34 years, the Main Street movement has transformed the way communities think about the revitalization of their historic downtowns and neighborhood commercial districts, and helped put historic preservation back in the community revitalization conversation. Cities and towns across the nation have come to see that a vibrant, sustainable community is only as healthy as its core.

The [Main Street Four-Point Approach®](#) is a unique preservation-based organizing framework that enables communities to revitalize downtown and neighborhood business districts by leveraging local assets - from historic, cultural, and architectural resources to local enterprises and community pride. It is a comprehensive strategy that addresses the variety of issues and problems that challenge traditional commercial districts.

Historic preservation is an important component within any community development and/or economic development strategy, but is particularly important to the Main Street program. A functioning historic preservation program encourages future investment and development. The improved residential and commercial areas will be attractive to property owners and tenants, who will aid in the support of the local economy. Additionally, the rehabilitated buildings will help to reverse other conditions of blight, further deterring crime and disinvestment.



The CDBG-funded Historic Preservation Grant Program will complement other Main Street Programs being implemented to spur downtown revitalization. It will also help ensure that the City's residential neighborhoods' unique historic architectural assets are preserved, thereby stabilizing the rest of the community.

### 3 AVAILABLE FUNDING BY PROJECT TYPE AND GEOGRAPHICAL BOUNDARIES

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#### **A. Commercial and Industrial Properties**

Historic Preservation project funding for commercial and industrial structures is provided in the form of a matching grant up to a maximum of \$50,000.00. Structures undergoing historic preservation which costs more than \$2,000 total must comply with the Davis Bacon Prevailing Wage Act (*A description of Davis Bacon and Related Acts (DBRA) is included in Appendix III, and a checklist of items that contractors are required to properly complete and submit is included in Appendix IV*).

Owners of qualifying commercial properties within designated areas are strongly encouraged to seek funding for small historic preservation projects costing less than \$2,000 **total (including grant funds and private funds)**. Applicants who have projects costing less than \$2,000 total will receive a 10% match reduction. The applicant's match commitment must be in the form of cash for the work being undertaken as part of the project.

For commercial or industrial structures, rehabilitation is limited to improvement to the exterior of the building, abatement of asbestos hazards, lead-based paint hazard evaluation and reduction, and the correction of code violations. Code violations on the exterior must be addressed before less critical work can be undertaken. A health and safety inspection of the building's interior will be required to address code violations and the interior must be code compliant before any façade improvement or historic preservation project can begin.

Historic properties are those sites or structures that are:

- 1) Listed in or eligible to be listed in the National Register of Historic Places
- 2) Designated as a State or City landmark or historic district by law or ordinance

Eligible types of properties:

- 1) Commercial/industrial - Where such property is owned by a for-profit, rehabilitation is limited to exterior improvements of the building and the correction of code violations.
- 2) Nonprofit owned, nonresidential buildings and improvements not considered to be public facility or improvements under 24 CFR 570.201 (c) of CDBG program regulations.

#### ***Available Funding and Match Requirements for Commercial/Industrial Historic Preservation:***

- Properties within Historic District Boundaries (Or otherwise meeting the criteria for historic properties): Up to \$25,000 with a 50% match requirement
- Within the DID Boundaries : Up to \$25,000 with a 25% match requirement
- Main Street Program Area: Up to \$50,000 with a 20% match requirement
- Penn Square (400 & 500 Blocks of Penn St.): Up to \$50,000 with a 15% match requirement
- Small Projects (with a total cost of \$2,000 or less): Up to \$2,000 with a reduced match requirement:
  - No match if within Penn Square
  - 5% match if within Main Street Program Boundaries
  - 10% match if within the DID boundaries
  - 40% match everywhere else

## **B. Residential Properties**

Residential historic preservation project funding is provided in the form of a 50/50 matching grant up to a maximum grant of \$5,000.00. Davis Bacon Prevailing Wage Rates apply to residential structures containing eight housing units or more. The applicant's match commitment must be in the form of cash for the work being undertaken as part of the façade improvement project.



Code violations on the exterior must be addressed before less critical work can be undertaken. A health and safety inspection of the building's interior will be required to address code violations and the interior must be code compliant before the historic preservation project can begin.

### ***Available Funding and Match Requirements for Residential Properties are as follows:***

Residential Properties within Historic District Boundaries (Or otherwise meeting the criteria for historic properties): Up to \$5,000 with a 50% match requirement

## **4 ELIGIBILITY CRITERIA – HISTORIC PRESERVATION PROGRAM**

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The Reading Historic Preservation Grant Program is funded through the City of Reading's Federal Community Development Block Grant (CDBG) program award. Historic Preservation Grants can be used for renovations to a historic building in conformance to the Secretary of the Interior's Standards for the Treatment of Historic Properties. Any other costs including but not limited to application fees, bank financial fees, architectural design fees and other costs are the responsibility of the applicant.

Properties of historic significance, which meet the following criteria, are eligible for Historic Preservation Grant Program funds.

### **A. Historic Preservation Grant Eligibility Criteria:**

- 1) Available to all historically significant commercial and industrial structures that are 1) listed in or eligible to be listed in the National Register of Historic Places, 2) listed in the State or City inventory of historic places, or 3) designated as a State or City landmark or historic district by law or ordinance.
- 2) All projects must involve the restoration and/or rehabilitation of a historically significant property in accordance with The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (*See Appendix V*).
- 3) Buildings located on corner intersections constitute one property and are eligible for only one grant within a ten-year period.

- 4) The applicant's building must meet a basic conditions test (as executed by Community Development Department Staff) assuring that the building systems, such as the plumbing, electricity, roof and foundation are not faulty, damaged, or otherwise not in proper working order. Repairs such as roof replacement may be eligible if they are part of a restoration and/or rehabilitation effort. All building interiors and exteriors will be inspected for code compliance.
- 5) A structure is only eligible for one grant (either façade improvement or historic preservation) within a ten-year period. However, if approved, a project may be completed in phases over time in accordance with a Community Development Department agreement outlining and itemizing each phase.
- 6) A property owner is only eligible for one grant per year.
- 7) A property owner is not eligible to receive grant funds to undertake work on his own property, even if the property owner is a licensed contractor.
- 8) For commercial or industrial structures, rehabilitation is limited to improvement to the exterior of the building, abatement of asbestos hazards, lead-based paint hazard evaluation and reduction, and the correction of code violations.

**B. For Commercial/Industrial Properties, Examples of Eligible Historic Preservation Projects Include:**

- Masonry - brick or stone repair or replacement, repointing mortar joints and cleaning
- Metals - structural metal framing and metal restoration or replacement
- Wood and Plastics - rough and finish carpentry, architectural woodwork and millwork
- Doors and Windows - repair and restoration, frame repair, replacement and hardware
- Finishes - lath and plaster repair, gypsum wallboard, ceramic tile, wood paneling, floors and painting
- Installation of new or replacement of legally installed and mounted exterior signage
- Installation of new or replacement of fixed metal or fabric awnings, canopies, or sunshades
- Painting or exterior surface treatment (stucco, tile, stone, or brick replacement or repair)
- Repair or replacement or restoration of façade masonry, brickwork or wood.
- Outdoor lighting (installation of new exterior lighting fixtures; repair or replacement of existing exterior lighting fixtures)
- Replacement or repair of windows
- Replacement, repair or restoration of cornices, eaves, parapets and other architectural features
- Entranceway modifications that improve appearance and or access
- Restoration of historic features



*Funds may not be used for improvements that are not permanent or mounted or affixed to the building or the sidewalk.*

### **C. For Residential Properties, Examples of Eligible Historic Preservation Projects Include:**

- All examples listed under Commercial/Industrial properties, and;
- Repair directed toward an accumulation of deferred maintenance;
- Replacement of principal fixtures and components of existing structure;
- Installation of security devices, including smoke detectors and dead bolt locks;
- Renovation through alterations, additions to, or enhancement of existing structures and improvements;
- Abatement of asbestos hazards (and other contaminants) in buildings and improvements;
- Improvements to increase the efficient use of energy in structures through such means as installation of storm windows and doors, siding, wall and attic insulation, and conversion, modification, or replacement of heating and cooling equipment, including the use of solar energy equipment;
- Improvements to increase the efficient use of water through such means as water savings faucets and shower heads and repair of water leaks;
- Connection of residential structures to water distribution lines or local sewer collection lines;
- Improvements designed to remove material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons to buildings and improvements eligible for assistance under the program

### **D. Ineligible Activities Include, but are not Limited To:**

- Mitigation activities performed as a condition or precondition for obtaining a state or federal permit or license;
- New construction;
- Reconstruction such as recreating a building or landscape;
- Projects whose entire scope of work consists solely of routine or cyclical maintenance;
- Landscaping as part of non-historic site improvements including parking lots, sidewalks, etc.;
- Projects which consist only of predevelopment work such as historic structure reports or construction documents
- Acquisition of historic properties and/or land

***\*\*\* All projects will be reviewed for eligibility on a case-by-case basis.***

## **5 INELIGIBLE APPLICANTS**

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### **A. Ineligible Applicants (General)**

In addition to ineligible projects, the City of Reading reserves the right to deny either of the grants to applicants based on certain circumstances:

- No Historic Preservation Grants will be issued for works which have received grants under any other municipal incentive program where the requirements of the grant were not met.
- The Historic Preservation Grant Program will not be applied retroactively to works started prior to the commencement of this program.

- Property owner(s) and tenant(s) who have defaulted under any previous loan program with the City of Reading will not be eligible for grants.
- Likewise, grants will not be issued to any eligible applicants who are in arrears of any municipal financial obligation or, if a tenant, in arrears with any rent or other payments specified in its lease agreement with the property owner.

**B. Ineligible Businesses**

The following types of businesses are ineligible for any grant funding:

- 1) Financial businesses primarily engaged in the business of lending, such as banks, finance companies, and factors
- 2) Passive businesses owned by developers and landlords that do not actively use or occupy the assets improved with the proceeds (except Eligible Passive Companies under § 120.111)
- 3) Life insurance companies
- 4) Businesses located in a foreign country (businesses in the U.S. owned by aliens may qualify)
- 5) Pyramid sale distribution plans
- 6) Businesses deriving more than one-third of gross annual revenue from legal gambling activities
- 7) Businesses engaged in any illegal activity
- 8) Private clubs and businesses which limit the number of memberships for reasons other than capacity
- 9) Businesses principally engaged in teaching, instructing, counseling or indoctrinating religion or religious beliefs, whether in a religious or secular setting
- 10) Consumer and marketing cooperatives (producer cooperatives are eligible)
- 11) Loan packagers earning more than one third of their gross annual revenue from packaging loans
- 12) Businesses with an Associate who is incarcerated, on probation, on parole, or has been indicted for a felony or a crime of moral turpitude
- 13) Businesses in which the Lender or CDC, or any of its Associates owns an equity interest
- 14) Businesses which: Present live performances of a prurient sexual nature; or Derive directly or indirectly more than de minimis gross revenue through the sale of products or services, or the presentation of any depictions or displays, of a prurient sexual nature
- 15) Unless waived by the City for good cause, businesses that have previously defaulted on a Federal loan or Federally assisted financing, resulting in the Federal government or any of its agencies or Departments sustaining a loss in any of its programs, and businesses owned or controlled by an applicant or any of its Associates which previously owned, operated, or controlled a business which defaulted on a Federal loan (or guaranteed a loan which was defaulted) and caused the Federal government or any of its agencies or Departments to sustain a loss in any of its programs. For purposes of this section, a compromise agreement shall also be considered a loss
- 16) Businesses primarily engaged in political or lobbying activities
- 17) Speculative businesses (such as oil wildcatting)
- 18) Commercial buildings owned by non-profit organizations may qualify for façade program funding as long as the building and the improvements do not qualify as a public facility/ public improvement as defined by HUD under 24 CFR 570.201.

*\*\*\*Applicant eligibility will be reviewed and approved on a case-by-case basis. The aforementioned circumstances do not necessarily represent an exhaustive list of what may deem applicants ineligible.*

## 6 REHABILITATION STANDARDS

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### A. General Rehabilitation Standards:

- 1) All projects undertaken must result in the rehabilitation of a building located in 1) an NOA, 2) a locally designated Historic District, 3) the Central Business District area as defined or 3) a building considered a significant historical resource in the City of Reading.
- 2) Rehabilitation is defined as the process of making repairs and alterations to a building while preserving those portions or features which are architecturally or historically significant.
- 3) Façade Improvement Projects may be undertaken by owners of 1) Residential, 2) Non-Residential and 3) Mixed Use properties. Further, Façade Improvement Projects may be undertaken by lessees of first floor storefronts facing the main streets as defined with the signed approval of the property owner(s).
- 4) Rehabilitation of a building must also address and abate/repair/correct substandard building conditions as per the requirements of the City of Reading Chief Building Official or Building Inspector.

### B. Historic Rehabilitation Standards:

- 1) All improvements undertaken with Federal CDBG funds from the City of Reading Façade Improvement and Historic Preservation Grant Program must conform to the United States Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (See Appendix V). The Standards provide guidance for retaining and preserving the historic character of a property. The Standards require that existing historical and/or architectural features that are important in defining the historic character of a structure be retained and preserved or restored. Improvements that will adversely affect a building's historic character are not eligible.
- 2) Improvements made to buildings located within the boundaries of locally designated Historic Districts, also require review by the Reading Board of Historical and Architectural Review (HARB) before a façade improvement project is undertaken.
- 3) To assure that these Standards are met, all rehabilitation projects undertaken with Façade Improvement Grant Program funds will be reviewed by the staff of the City of Reading Community Development Department.

## 7 DESIGN GUIDELINES

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### A. General Guidelines:

- 1) The criteria for proposed projects will be based on *The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*, (see Appendix I) a copy of which is located in the Planning Office, Room 3-10, Reading City Hall, 815 Washington Street, Reading, Pennsylvania. Particular reference is made to pages 6-7 of these standards.
- 2) Changes to the façade of the buildings will not remove, alter, damage or cover up significant architectural features of the building which are original or which reflect a major alteration that is itself architecturally coherent, or which help create a unified and attractive appearance to the building.

- 3) Changes to the façade of buildings will either; 1. Partially or fully restore to the appearance of the building based on actual evidence, including photographs, written documentation, data on the building or site or other data, or 2. Represent a modern treatment which blends into and is compatible with the building and adjoining buildings.
- 4) In general, Community Development Department Staff will encourage repair and preservation of existing features of facades, unless alteration to these facades has resulted in an incoherent, unattractive or inharmonious appearance. While encouraging correction of such alteration, staff will advocate minimal alterations of significant architectural features.
- 5) For facades which have previously been substantially altered and for which a modern treatment is chosen, such a treatment will conform with the features, materials, rhythms, color and general appearance of the building and those adjoining, particularly if the building is one in a row of buildings with identical or similar design features.
- 6) The surface cleaning of structures will be undertaken with the gentlest of means possible. Cleaning methods that may damage the historic building materials, particularly sandblasting, shall not be undertaken.



**B. Awnings and Business Signage:**

- 7) Awnings and signs may be eligible expenses under program guidelines when they are included as part of a façade restoration. The size, color and shape of a sign or awning should complement the building and add to the historic character of the streetscape and must be approved by the Community Development Department, and the HARB when necessary.

**C. Roofs:**

- 8) Roofs may be repaired or replaced when they are included as part of a façade restoration.

**D. Residential Paint Criteria:**

- 9) Contractors undertaking residential façade improvement projects where the painting of exterior surfaces will occur will be required to follow lead paint safe work practices.
- 10) Residential properties, where painting of exterior surfaces are undertaken as part of a façade improvement project will be required to undergo a lead based paint clearance inspection at the completion of the project. The cost of the inspection will be paid for by the City of Reading.

## 8 THE PROCESS (FROM APPLYING TO RECEIVING FUNDS)

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### A. Apply:

**Step 1:** All interested property owners/applicants will contact the Community Development Department to discuss the proposed façade improvement project with the City Historic Preservation Officer. The Historic Preservation Officer will review the program, the application process, and answer any questions about the program. For large projects it may be recommended that the applicant attend the City's weekly One-Stop-Shop meeting with the appropriate department representatives.

**Step 2:** A site visit will be arranged between the Community Development Department rehabilitation specialists and the property owner to undertake an interior inspection of the building, when necessary, and to develop specifications for the historic preservation project. Staff will inspect the property to ensure that building systems meet code requirements. The staff will then make recommendations for the needed repairs and the scope of the rehabilitation. A property condition survey and Codes inspection will be undertaken at this time.

**Step 3:** If it is determined that there are interior code violations in a property's residential units, the violations must be brought into compliance before other specifications are developed.

**Step 4:** Plans and specifications for properties within a locally designated historic district must be reviewed by the Reading Board of Historical and Architectural Review (HARB) in accordance with the City's Historic District Ordinance. Once the designs have been approved by the HARB, the proposed improvements can be released for bid.

**Step 5:** Plans and specifications for projects will be released for bid to at least two contractors, licensed with the City of Reading, of the property owner's choice. Each bid must include the entire scope of work proposed in the specifications and include Davis Bacon Wage rates if applicable (The City will provide sample wage rates to those bidding contractors requesting the samples).

**Step 6:** The completed application, along with a non-refundable application fee of \$100.00 must accompany Historic Preservation Grant Program applications. There is no application fee for residential structures or projects taking place within the Main Street Program boundaries. Applications will be reviewed on a first come, first serve basis.

**Step 7:** The City will either approve or deny the application. The City's Community Development Office will contact the applicant.

**Step 8:** Upon approval of the application, the applicant will be required to submit the project specifications, two acceptable bids, two photographs of the property, and a copy of the deed to the property to the Community Development Department (See Post-Application Approval Checklist in Appendix VIII). The staff will then review the bids. If costs vary by more than 10% from staff estimates, the city may request that other bids be obtained.

**B. Review Davis Bacon Requirements and Enter Into a Contract:**

**Step 9:** Upon approval of the application by the Community Development Department Director and receipt of all additional required documentation, the licensed contractor submitting the lowest acceptable bid will be selected. (The contractor shall be licensed with the City of Reading.)

**Step 10:** The applicant enters into a contract with the low bidder for the improvements which are to be completed within six (6) months. The staff will review the contract between the property owner and the licensed contractor to assure that it is accurate and complete, will cover the full scope of improvements, and complies with any applicable federal regulations for hiring, wage scales, workers compensation, and insurance/liability coverage.

**Step 11:** A Grant Contract between the property owner and the City will be executed and signed by the Community Development Department Director and the property owner.

**Step 12:** For construction projects costing more than \$2,000, when the Contractor is selected for the project, the contractor must contact the City of Reading's Labor Compliance Officer at (610)655-6423 to schedule a pre-construction meeting for Davis Bacon compliance and labor compliance regulations before any work is started on a project.

**C. Complete Work:**

**Step 13:** Work on the project must begin within thirty days of the signing of the contract (weather permitting). All necessary building permits must be obtained from the Office of Codes Services before work commences. Work must be completed within six months of the starting date.

**D. Receive Funds:**

**Step 14:** Disbursement of grant funds will not be made until the work is completed and has passed inspection by both the city staff and the property owner. On a case by case basis, periodic draws for commercial façade projects may be approved by the Community Development Department Director.

**Step 15:** The final disbursement of funds will not be made until the work is completed and has passed an inspection by both the City staff and the applicant. Once the completed work is approved, all required Davis Bacon Act paperwork (for commercial properties), and an invoice from the contractor stating that the property owner has paid their portion of the project, as set forth in the grant agreement, must be submitted to City Staff. The City will then disburse grant funds to the property owner or directly to the contractor in accordance with the Grant Contract agreement. When the City disburses the grant funds to the property owner, the property owner will then disburse the grant funds to the contractor.

## 9 OTHER PROGRAM REQUIREMENTS

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Applicants must be current in all financial obligations with the City. The City will not fund a project if the applicant has outstanding disallowed costs from another project, defaulted loans, debarment actions or any other legal encumbrance, regardless of the merits of the submitted application. Businesses are required to have all of the applicable City required licenses and permits. Applicants may be asked to provide copies of licenses and permits.

Expenses have to be allowable, necessary, and reasonable as stipulated in the Office of Management and Budget Circular A-122 (OMB A-122) for the type of business applying for funding.

Applications are accepted and reviewed on a first come, first eligible, first complete basis, subject to the availability of funds. Funding availability varies from year to year. Submission of an application shall constitute acknowledgement and acceptance of all terms and conditions. Acceptance of an application does not constitute a contract and does not obligate the City to award funds.

Applications that are incomplete, out of order, have an inadequate number of copies, lack required attachments, or have other content errors or deficiencies may be rejected.

Applicants should not make any purchases prior to receiving official grant award notification, environmental review clearance and contract execution as they will be ineligible for reimbursement.

## 10 CONTACT INFORMATION

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Inquiries should be directed to:

Community Development Department  
Historic Preservation Grant Program Administrator  
City Hall, Room 3-10  
815 Washington St.  
Reading, PA 19601-3690  
Phone: (610) 655-6414  
TDD: (610)655-6442  
Fax: (610)655-6162  
Email: [amy.johnson@readingpa.gov](mailto:amy.johnson@readingpa.gov)

## **Appendix I: Part A**

### **City of Reading Historic Districts**

#### **Description**

The City of Reading is rich in history and historic architecture throughout its downtown as well as in other neighborhoods. As a result, Reading has maintained the existence of several historic districts. As further evidence of our commitment to and interest in historic preservation, the City has created a Historic Architectural Review Board (HARB), maintained the paid position of Historic Preservation Specialist in our Planning Department, and ensured that members of the HARB continue to remain active on the Main Street Board.

#### **Existing Historic Districts:**

Callowhill, Prince, Centre Park, and Penn's Common Historic Districts are locally regulated by the HARB. If a property is located within one of the regulated districts, all proposed exterior changes that can be seen from a public right of way require review by the HARB.

The Queen Anne Historic District is Reading's only National Register District. Changes to structures located within its boundaries are not subject to review by the HARB.

#### **Local Certified Government Agency Description:**

The City of Reading is a Certified Local Government under the jointly administered National Park Service and State Historic Preservation Offices. As a result of this certification, the City and its Historic Architectural Review Board (HARB) receive consultation services for historic preservation within the city.

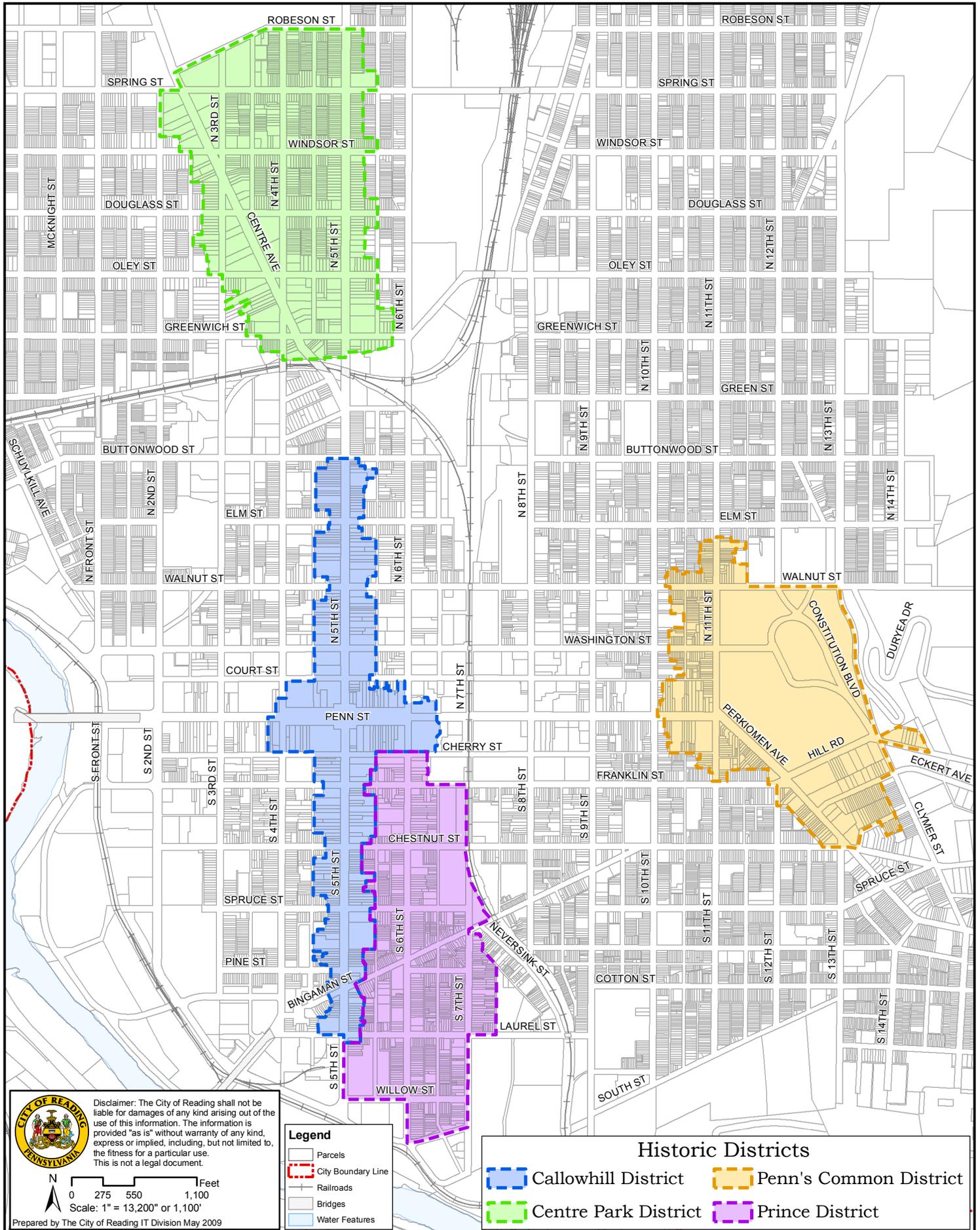
The mission of Reading Historic Architectural Review Board (HARB) is to exercise the functions, duties, responsibilities, and activities set forth in the City of Reading Historic District Ordinance. The HARB is an advisory group committed to preserving key historic architectural features and character within the Historic Districts of Reading.

To protect the historic features, the HARB must approve proposed changes to properties or buildings within certain historic districts and deem the alterations appropriate. Each change is assessed in order to ensure that it will enhance or preserve historic architecture and character of a neighborhood, as well as prevent the loss of irreplaceable features. Architectural changes include new construction, demolition, exterior renovations, and signage that is visible from public rights of way such as streets and alleys. The Board meets the 3rd Tuesday of every month.

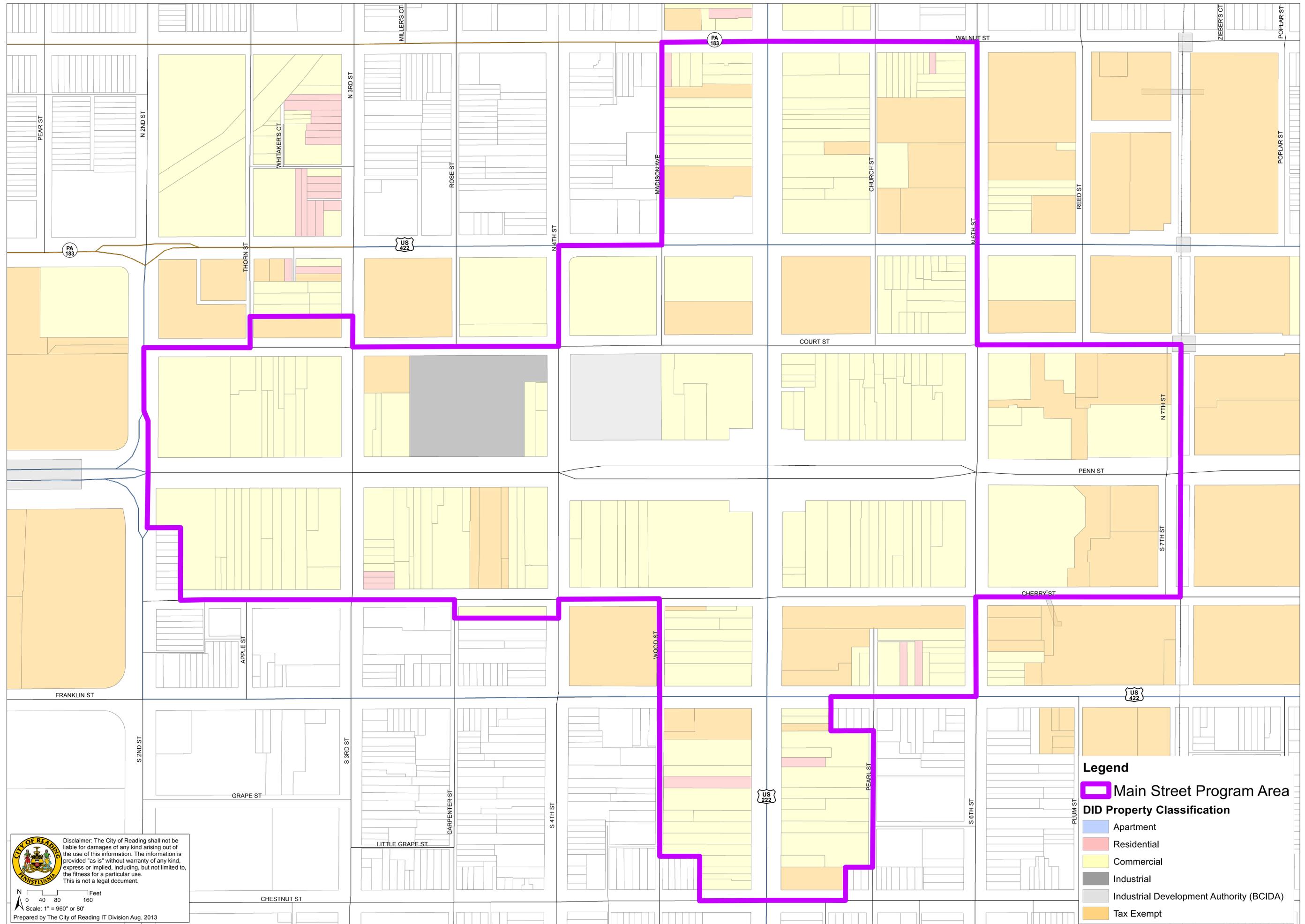
#### **Contact Information:**

Amy Johnson is the City of Reading's Historic Preservation Specialist. She also serves as the City's liaison to the HARB. She may be reached at (610)655-6414 or [amy.johnson@readingpa.org](mailto:amy.johnson@readingpa.org).

# Appendix I:B Map of City of Reading, PA - Historic Districts



# Appendix II - City of Reading, PA - DID/Main Street Program Area



**Legend**

- Main Street Program Area

**DID Property Classification**

- Apartment
- Residential
- Commercial
- Industrial
- Industrial Development Authority (BCIDA)
- Tax Exempt

 Disclaimer: The City of Reading shall not be liable for damages of any kind arising out of the use of this information. The information is provided "as is" without warranty of any kind, express or implied, including, but not limited to, the fitness for a particular use. This is not a legal document.

N  
0 40 80 160 Feet  
Scale: 1" = 960" or 80'  
Prepared by The City of Reading IT Division Aug. 2013

**Applicability**

The Project or Program to which the construction work covered by this contract pertains is being assisted by the United States of America and the following Federal Labor Standards Provisions are included in this Contract pursuant to the provisions applicable to such Federal assistance.

**A. 1. (i) Minimum Wages.** All laborers and mechanics employed or working upon the site of the work, will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR Part 3), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics. Contributions made or costs reasonably anticipated for bona fide fringe benefits under Section I(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of 29 CFR 5.5(a)(1)(iv); also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs, which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under 29 CFR 5.5(a)(1)(ii) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible, place where it can be easily seen by the workers.

**(ii) (a)** Any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate and fringe benefits therefor only when the following criteria have been met:

**(1)** The work to be performed by the classification requested is not performed by a classification in the wage determination; and

**(2)** The classification is utilized in the area by the construction industry; and

**(3)** The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

**(b)** If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and HUD or its designee agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by HUD or its designee to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, D.C. 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary. (Approved by the Office of Management and Budget under OMB control number 1215-0140.)

**(c)** In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and HUD or its designee do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), HUD or its designee shall refer the questions, including the views of all interested parties and the recommendation of HUD or its designee, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary. (Approved by the Office of Management and Budget under OMB Control Number 1215-0140.)

**(d)** The wage rate (including fringe benefits where appropriate) determined pursuant to subparagraphs (1)(ii)(b) or (c) of this paragraph, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

**(iii)** Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

**(iv)** If the contractor does not make payments to a trustee or other third person, the contractor may consider as part

of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program. (Approved by the Office of Management and Budget under OMB Control Number 1215-0140.)

**2. Withholding.** HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee or helper, employed or working on the site of the work, all or part of the wages required by the contract, HUD or its designee may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased. HUD or its designee may, after written notice to the contractor, disburse such amounts withheld for and on account of the contractor or subcontractor to the respective employees to whom they are due. The Comptroller General shall make such disbursements in the case of direct Davis-Bacon Act contracts.

**3. (i) Payrolls and basic records.** Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in Section 1(b)(2)(B) of the Davis-bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5 (a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in Section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been

communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs. (Approved by the Office of Management and Budget under OMB Control Numbers 1215-0140 and 1215-0017.)

**(ii) (a)** The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to HUD or its designee if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant sponsor, or owner, as the case may be, for transmission to HUD or its designee. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i) except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at <http://www.dol.gov/esa/whd/forms/wh347instr.htm> or its successor site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to HUD or its designee if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant sponsor, or owner, as the case may be, for transmission to HUD or its designee, the contractor, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this subparagraph for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to HUD or its designee. (Approved by the Office of Management and Budget under OMB Control Number 1215-0149.)

**(b)** Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

**(1)** That the payroll for the payroll period contains the information required to be provided under 29 CFR 5.5 (a)(3)(ii), the appropriate information is being maintained under 29 CFR 5.5(a)(3)(i), and that such information is correct and complete;

(2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in 29 CFR Part 3;

(3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(c) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by subparagraph A.3.(ii)(b).

(d) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under Section 1001 of Title 18 and Section 231 of Title 31 of the United States Code.

(iii) The contractor or subcontractor shall make the records required under subparagraph A.3.(i) available for inspection, copying, or transcription by authorized representatives of HUD or its designee or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, HUD or its designee may, after written notice to the contractor, sponsor, applicant or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

#### 4. Apprentices and Trainees.

(i) **Apprentices.** Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who

is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) **Trainees.** Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by

the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

**(iii) Equal employment opportunity.** The utilization of apprentices, trainees and journeymen under 29 CFR Part 5 shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR Part 30.

**5. Compliance with Copeland Act requirements.** The contractor shall comply with the requirements of 29 CFR Part 3 which are incorporated by reference in this contract

**6. Subcontracts.** The contractor or subcontractor will insert in any subcontracts the clauses contained in subparagraphs 1 through 11 in this paragraph A and such other clauses as HUD or its designee may by appropriate instructions require, and a copy of the applicable prevailing wage decision, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in this paragraph.

**7. Contract termination; debarment.** A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

**8. Compliance with Davis-Bacon and Related Act Requirements.** All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR Parts 1, 3, and 5 are herein incorporated by reference in this contract

**9. Disputes concerning labor standards.** Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR Parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and HUD or its designee, the U.S. Department of Labor, or the employees or their representatives.

**10. (i) Certification of Eligibility.** By entering into this contract the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be

awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.

**(ii)** No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.

**(iii)** The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001. Additionally, U.S. Criminal Code, Section 1 01 0, Title 18, U.S.C., "Federal Housing Administration transactions", provides in part: "Whoever, for the purpose of . . . influencing in any way the action of such Administration..... makes, utters or publishes any statement knowing the same to be false..... shall be fined not more than \$5,000 or imprisoned not more than two years, or both."

**11. Complaints, Proceedings, or Testimony by Employees.** No laborer or mechanic to whom the wage, salary, or other labor standards provisions of this Contract are applicable shall be discharged or in any other manner discriminated against by the Contractor or any subcontractor because such employee has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or relating to the labor standards applicable under this Contract to his employer.

**B. Contract Work Hours and Safety Standards Act.** The provisions of this paragraph B are applicable where the amount of the prime contract exceeds \$100,000. As used in this paragraph, the terms "laborers" and "mechanics" include watchmen and guards.

**(1) Overtime requirements.** No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which the individual is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.

**(2) Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the clause set forth in subparagraph (1) of this paragraph, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in subparagraph (1) of this paragraph, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages required by the clause set forth in subparagraph (1) of this paragraph.

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**(3) Withholding for unpaid wages and liquidated damages.** HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contract, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act which is held by the same prime contractor such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in subparagraph (2) of this paragraph.

**(4) Subcontracts.** The contractor or subcontractor shall insert in any subcontracts the clauses set forth in subparagraph (1) through (4) of this paragraph and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in subparagraphs (1) through (4) of this paragraph.

**C. Health and Safety.** The provisions of this paragraph C are applicable where the amount of the prime contract exceeds \$100,000.

**(1)** No laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health and safety as determined under construction safety and health standards promulgated by the Secretary of Labor by regulation.

**(2)** The Contractor shall comply with all regulations issued by the Secretary of Labor pursuant to Title 29 Part 1926 and failure to comply may result in imposition of sanctions pursuant to the Contract Work Hours and Safety Standards Act, (Public Law 91-54, 83 Stat 96). 40 USC 3701 et seq.

**(3)** The contractor shall include the provisions of this paragraph in every subcontract so that such provisions will be binding on each subcontractor. The contractor shall take such action with respect to any subcontractor as the Secretary of Housing and Urban Development or the Secretary of Labor shall direct as a means of enforcing such provisions.

## **Appendix IV**

### **Davis Bacon Checklist for Contractors**

Due to the fact that this project uses federal funding, below is a checklist of items that contractors are required to properly complete and submit in order for the CD Office to process the first payment request. Upon approval, the contractor may retrieve a packet containing all required forms from the Community Development Department's Labor Compliance Officer.

*A packet containing the following must be submitted by the Contractor before payment can be issued:*

- IRS Number
- Certified Payrolls
- Certificate Appointing Officer or Employee to Supervise Payment of Employees
- Contractor or Subcontractor Certification
- Workforce Needs Table (Attachment I)
- Form Specifying All Subcontractors, Suppliers, and Amounts (Attachment II)
- Affirmative Action Plan (for Contracts over \$100,000)
- Section 3 Certification (for Contracts over \$100,000)
- Section 3 Statement
- Equal Employment/ Section III Questionnaire
- Construction Start Date
- Fringe Benefit Plan
- Workforce Roster
- Apprenticeship Agreements (If Apprentices Work on Project)

It is the GENERAL CONTRACTOR'S responsibility to explain, obtain, and review the above documentation from their subcontractors. The Community Development Office will accept only documentation forwarded by the General Contractor.

## **Appendix V: Secretary of the Interior's Rehabilitation Standards & Guidelines for Historic Buildings**

The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. 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.
2. 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.
3. 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.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. 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.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. 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.
10. 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.

**Appendix VI**  
**CITY OF READING**  
**HISTORIC PRESERVATION GRANT PROGRAM APPLICATION**

**SITE INFO**

ADDRESS OF PROJECT SITE: \_\_\_\_\_

PROPERTY TYPE:       COMMERCIAL       INDUSTRIAL       RESIDENTIAL       MIXED-USE

IF A COMMERCIAL PROPERTY, NAME OF BUSINESS: \_\_\_\_\_

**APPLICANT INFO**

NAME(S) OF APPLICANT(S): \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

APPLICANT IS:       PROPERTY OWNER       BUSINESS OWNER (LEASING PROPERTY)

DAYTIME PHONE NUMBER: \_\_\_\_\_      MOBILE PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**PROPERTY OWNER INFO (SKIP THIS SECTION IF APPLICANT IS PROPERTY OWNER)**

PROPERTY OWNER NAME (IF DIFFERENT THAN APPLICANT): \_\_\_\_\_

PROPERTY OWNER ADDRESS (IF DIFFERENT THAN APPLICANT): \_\_\_\_\_

\_\_\_\_\_

DAYTIME PHONE NUMBER: \_\_\_\_\_      MOBILE PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**SCOPE OF PROJECT:**

1. Is the property located within a historic district?       Yes       No

If yes, please check the appropriate historic district (See Map in Appendix II):

Callowhill       Centre Park       Prince       Penn's Common

2. If the property is not in a historic district, is the property otherwise historically significant?

Yes       No

3. Is the Property located within the downtown?  Yes  No

If yes, please check the geographic location of the property (See Map in Appendix I):

- Within the Downtown Improvement District (DID), but not within the Main Street Program Boundaries
- Within the Main Street Program Boundaries, but not in Penn Square
- In Penn Square (400 & 500 Blocks of Penn Street)

If within downtown, has the owner received notice that the property is on the list of priority properties in downtown which need rehabilitation?

Yes  No

4. Will the entire cost of the project be less than \$2,000 (Including grant and match)?  Yes  No

5. Is this project part of a larger overall renovation project to the building?

Yes  No

If yes, are there any public funds involved and what are the sources of the public funding?

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6. Briefly describe the proposed improvements: \_\_\_\_\_

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7. What facades (if any) of the building will be included in the project?

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8. Are there any major structural repairs needed to be made to the building which would affect the facade (i.e., new windows or roof)? \_\_\_\_\_

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9. For commercial buildings, are any changes to the current signage anticipated?

Yes       No

If yes, please briefly explain the proposed changes.

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**PROJECT COST:**

TOTAL PROJECT COST \$ \_\_\_\_\_

CITY GRANT FUNDING REQUESTED \$ \_\_\_\_\_

PROPERTY OWNER'S CONTRIBUTION \$ \_\_\_\_\_

I (we) certify that all information contained in this application is true and correct in all material aspects to the best of my (our) knowledge. I (we) do hereby give permission and consent to the City of Reading to conduct a credit check, title search or any other activities it deems necessary and appropriate for the proper evaluation and consideration of this application; I (we) furthermore agree to abide by all Facade Improvement Program guidelines (a copy of which is hereby acknowledged as being received) and policies as the City of Reading may establish, as well as compliance with all codes and regulations of the City, State and Federal governments, as applicable.

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

2<sup>ND</sup> APPLICANT SIGNATURE (IF APPLICABLE): \_\_\_\_\_

DATE: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

- Project is within Historic District boundaries: \_\_\_ Yes \_\_\_ No
- Type of project to be undertaken:  
\_\_\_ Commercial Façade \_\_\_ Residential Façade \_\_\_\_\_ Historic Preservation
- If project to be undertaken is located in a Historic District, Date of HARB review: \_\_\_\_\_
- Home owner received the Lead Hazard Information Pamphlet - Initial here: \_\_\_\_\_
- Home owner received Notice of Lead Hazard Presumption - Initial here: \_\_\_\_\_
- Historic Preservation Specialist gave the clearance report to the home owner on: \_\_\_\_\_

**Appendix VII**  
**City of Reading Façade Improvement and Historic Preservation Grant Program**  
**Post-Application Approval Checklist**

**Required Attachments:**

The following items must be submitted *upon application approval* as applicable:

- A copy of the property's deed/lease.
  
- A completed Certificate of Appropriateness application for properties located in a locally designated historic district. If the property is located in one of the City's Historic Districts, you must meet with the City's Historic Preservation Specialist to complete the application and obtain approval of the project through the Historical Architectural Review Board.
  
- Plans or sketches of the proposed improvements
  
- Two (2) current photos of the facade(s) or other relevant structures to be improved
  
- A project description and two (2) cost estimates from two different contractors for the same scope of work to be completed under this project.

**The completed application and all other required documents must be submitted to:**

Historic Preservation Grant Program Administrator  
Community Development Department  
City Hall, Room 3-10  
815 Washington St.  
Reading, PA 19601-3690

**Questions regarding the application may be directed to:**

Amy Johnson  
Phone: (610) 655-6414  
TDD: (610)655-6442  
Fax: (610)655-6162  
Email: [amy.johnson@readingpa.gov](mailto:amy.johnson@readingpa.gov)

If the application is approved, Program staff will then review bids. If costs vary by more than 10% from staff estimates, the city may request that other bids be obtained.

Applications will be reviewed on a first come, first serve basis.