

# City of Altoona (ARPA) 2023 Business District Revitalization Grant Program Application

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

BUSINESS OWNER (APPLICANT) INFORMATION			
Business Type: Sole Proprietorship ___ Partnership ___ LP ___ Corporation ___ LLC ___ Non-Profit ___ Co-Op ___			
Business FEIN: _____ or SSN in absence of FEIN: _____			
Business Legal Name			
Applicant Business Address:	City	State	Zip
Project Site Address:	City	State	Zip
Business Phone:	Email:		
Primary Contact:	Phone:		
Completion of the Consent to Release Information Form is required for any individual whose ownership meets or exceeds 20% of the applicant business. All applicant signatories must submit an Act 34 Clearance at <a href="https://epatch.pa.gov">https://epatch.pa.gov</a>			
Check one: Existing Business: _____ If existing, are you EXPANDING or RELOCATING (circle one) New Business: _____			
Business Description:			
Year Established:	Number of Employees:		
GRANT REQUEST			
Brief Project Description/Title:	Grant Request: \$ _____		
Previous ARPA Business District Revitalization Grant Recipient? Yes No (Circle One)	Unsuccessful 2022 ARPA small business revitalization grant applicants must reapply.		
Eligible projects Only: Eligible projects are Renovations to existing buildings, professional design services related to renovations, or capital equipment (fixed asset valued at \$1,000 or more, no mobile equipment) within the City of Altoona's municipal boundaries			

PROJECT NARRATIVE (Include attachment for additional information not to exceed one page)

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List the names of the Owners/Partners in the Applicant/Business. Use a separate sheet if necessary.

Name/Title of Sole Proprietor/ Partners (all) / Corporate Officers <i>Completion of the Consent to Release Information form is required for any individual whose ownership meets or exceeds 20% of the applicant business. All applicant signatories must submit an Act 34 Clearance at <a href="https://epatch.pa.gov">https://epatch.pa.gov</a></i>	Social Security Number – For corporations list the corporate principal only	Control	Ownership
A		<input type="checkbox"/>	%
B		<input type="checkbox"/>	%
C		<input type="checkbox"/>	%
D		<input type="checkbox"/>	%
E		<input type="checkbox"/>	%

**PROJECT INFORMATION**

PROJECT SITE ADDRESS: Street	City	State	Zip
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Proposed Project Funding Summary		Sources of Funds (ex: savings, bank loan, other grant funds – Attach commitment letters, bank statements)	
Grant Request:	\$	2023 ARPA Grant Funds	\$
Other Amount:	\$		\$
Other Amount:	\$		\$
Other Amount:	\$		\$

- Checklist of Required Information:
- If Project Involves real estate Improvements, leasehold improvements or construction:
    - o Quote or bid from contractor for work to be completed
    - o Contract for professional services related to renovations to existing buildings within the City of Altoona
    - o If leasehold improvements – a copy of the executed lease and supporting letter from lessor acknowledging work to be completed within their specific approval
  - If Project involved equipment purchases:
    - o Quote or invoice from vendor to include a description of the item(s), total amount, who payment is payable to and address.
  - All applicants:
    - o Copy of all required City of Altoona Permits, Licensures and all applicable fees.

City of Altoona Business Revitalization Grants will be awarded in accordance with the Guidelines authorized by the Altoona City Council (ATTACHMENT A). Projects must conform to these guidelines and conform to one or more of the items listed below. Please provide information and dates on how your project will positively impact the City (**Address one or more of the categories as applicable**):

1. Creates a positive impact on the real estate/wage tax base within the City of Altoona

2. Creates new employment opportunities within the City of Altoona

3. Redevelops/Rehabs existing properties within the City of Altoona, with an emphasis on blight remediation or prevention

4. (Re)Develops an existing vacant site within the City of Altoona for use as a business

**Certification:** By signing this application, I (we) certify that the project will be located within the municipal boundaries of the City of Altoona and that all statements made herein are to my knowledge correct.

Applicant Signature(s) – Owner(s), Partner(s), Principal as applicable:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

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Signature

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Printed Name

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Printed Name

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Title

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Title

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Date

\_\_\_\_\_  
Date

**SUBMISSION DEADLINE IS MARCH 24, 2023 BY 4:00 PM**

Submit applications to:  
Kim Carrieri, City of Altoona, 1301 12<sup>th</sup> Street, Suite 100, Altoona, PA 16601  
Or via e-mail at [grants@altoonapa.gov](mailto:grants@altoonapa.gov)

Questions should be directed to: Diana White, Community Development Director, (814) 949-2471

**ATTACHMENT A**  
**City of Altoona - American Rescue Plan Act (ARPA)**  
**2023 Business District Revitalization Grant Program Guidelines**

Small businesses are the heartbeat of any business district and provide a foundation for a thriving community. The COVID-19 pandemic posed unique and far-reaching challenges that have caused the type of hardship for these businesses not seen in generations. The City of Altoona has established the Business District Revitalization Grant Program using ARPA funds to assist businesses with 50 or fewer employees within the City’s municipal boundaries with up to \$25,000 for:

- Physical improvements to existing commercial buildings within the City;
- Professional design services related to these physical improvements; and/or
- The purchase of capital equipment valued at \$1,000 or more.

Projects should be ready to go, with a clear timeline, and must be contracted by December 31, 2023 and completed by September 30, 2024.

Priority will be given to new businesses, as well as new grantees. Unsuccessful applicants from the prior round of funding must reapply. Applicants are required to sign a consent to release information and obtain Act 34 Clearance at <https://epatch.pa.gov>

The project budget must be based on quotes, bids or contracts and describe any other secured funding needed to make the project possible. Payment will require submission of invoices and inspection and approval by City staff. Grantees must provide the City with copies of all required City permits, licensures and fee payment receipts prior to payment.

**Physical Improvements/Equipment Grants:**

**Eligible Businesses:** Any new or existing business with 50 employees or less that is located within the geographical limits of the City of Altoona. New recipients will be given priority.

**Eligible Costs:** 1. Renovations to existing buildings located within the City of Altoona including professional design services related to these renovations  
2. Purchase of capital equipment (excludes mobile units)

**Amounts:** \$25,000 grant limit

**Match Requirement:** None

**Cost Documentation:** Contracts, quotes, bids, and/or receipts supporting the requested amount must be submitted with the application.

**Requirements:** All projects will be within the municipal boundaries of the City of Altoona. Completion of the Consent to Release Information form is required for any individual whose ownership meets or exceeds 20% of the applicant business. All applicant signatories must submit an Act 34 Clearance available at: <https://epatch.pa.gov>

**Payment:** No payment will be made to applicants before purchase or procurement of services. Payment will be issued through third-party check(s) or reimbursement with acceptable receipts upon documented completion of the project, including proof of business licenses, permits, and codes sign-off as applicable. Projects must be under contract by December 31, 2023 and completed by September 30, 2024.

**Grant Objectives:** Applicants must evidence one or more of the following outcomes:  
- Create a positive impact on real estate/wage tax base within the City;  
- Create new employment opportunities within the City;  
- Redevelop/Rehab of existing properties within the City, with emphasis on blight remediation or prevention; and/or  
- (Re)Develop an existing vacant site within the City.

**Application:** Grant application packets can be accessed at:  
[www.altoonapa.gov](http://www.altoonapa.gov) - **News and Announcements**  
Completed application packets, along with supporting documentation, should be submitted to:  
Kim Carrieri  
City of Altoona  
1301 12<sup>th</sup> Street, Suite 100  
Altoona, PA, 16601  
or via e-mail at [grants@altoonapa.gov](mailto:grants@altoonapa.gov) no later than **March 24, 2023 by 4:00 PM.**

Questions should be directed to Diana White, Community Development Director, at 814-949-2471.

**Results:** Grantees must provide documentation for all expenditures from grant funds. Expenditures may be verified through an auditing process.

## STANDARD PROVISIONS

**NONDISCRIMINATION.** Recipient does not and shall not discriminate against any employee or against any person seeking employment by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act, which prohibits discrimination on the basis of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, or in violation of any applicable local, state, or federal laws.

**RIGHT TO KNOW LAW.** Recipient understands and acknowledges that the Application, this Agreement and all other supporting documentation may be subject to the Pennsylvania Right to Know Law.

**CODES AND REGULATIONS.** Recipient must comply with, but not be limited to, the following list of codes and regulations. Information concerning the following, and an explanation of their content, may be obtained from the City:

- A. The regulations contained in the City of Altoona Planning Code;
- B. All applicable building, plumbing, electrical and fire codes of the City of Altoona;
- C. All business licensing requirements of the City of Altoona;
- D. The International Property Maintenance Code;
- E. All Urban Renewal Plans of the City of Altoona; and
- F. All applicable Pennsylvania Department of Labor and Industry Regulations.