APPLICATION AND GUIDELINES FOR THE UPPER FLOOR HOUSING INITIATIVE PROGRAM

CITY OF EASTON, PA

AND

THE REDEVELOPMENT AUTHORITY OF EASTON, PA

FUNDING PROVIDED BY:

THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

EDI-5
Purpose and Scope

The Upper floor Housing Initiative Program through the Redevelopment Authority of Easton, PA (ERA) is now available. Funding is made possible through the Department of Housing and Urban Development’s (HUD) Economic Development Initiatives (EDI) Program. Grant money can fund a wide range of projects that will aid in the creation of upper-floor housing units in mixed use buildings. The intent is to increase the residential population in our commercial corridors and downtown and make use of the valuable but under utilized upper-floor spaces.

Available Funds

This grant program will match fifty percent of pre-approved project costs by the property owner up to $10,000 per unit limited to two units per property. If a property owner spends $20,000 on the creation of a single unit, the ERA will reimburse the property owner $10,000.

Eligibility Requirements

This grant is available for properties located in the downtown business district as well as the business corridors identified on the City’s Zoning District Map as DD – Downtown or SC – Street Corridor Overlay.

Applications must be submitted by property owners.
The use of products meeting the government ENERGY STAR® rating are encouraged but not required. The ENERGY STAR® program is an EPA established set of specifications for energy efficient products. Products that achieve this rating are easily identified by the ENERGY STAR® label.

To learn more about the ENERGY STAR® program, product specification, the product benefits, and potential Federal Tax Credits, visit www.energystar.gov.

Work must be performed by a licensed professional. Eligible activities may include:

- Additional means of egress
- Window removal/replacement
- Mechanical upgrades
- General construction
- Finish material (flooring, trim, cabinetry, etc)

Eligibility will be restricted to permanent fixtures in the building. Exclusions may include but are not limited to:

- Appliances
- Light fixtures
- Communication and audio systems

Guidelines and Application Process

Please include the following:

1. A completed application
2. Contractor bids/quotes for the project
3. Detailed project budget
4. Any other information that might be useful in reviewing your application

Additional Information

1. **Complete Permit Application**: Projects of this nature will require City permits. To obtain information on the permits necessary for your project, call The Codes and Zoning Department on the 3rd floor of City Hall or visit www.easton-pa.gov.
2. If a building is in the Historic District and the proposed work effects the exterior of the façade (such as doors or windows) a complete Historic District Commission (HDC) Certificate of Appropriateness application is required: Every alteration to the façade of a building or home proposed in the Downtown requires a Certificate of Appropriateness application be filed and reviewed by the HDC. The HDC meets once a month and makes recommendation to Easton City Council to approve, approve with conditions, or deny applications that are received. The recommendation is then acted upon by Easton City Council.

3. All applications will be reviewed by the ERA and awarded based on successful fulfillment of the application. If approved, work must begin within 60 days from receipt of grant approval letter from the ERA and must be completed within 3 months from that date. All the ERA funded projects must be completed within said timeframe, not necessarily the project as a whole.

4. Properties citywide may be subject to review by the State Historic Preservation Office for potential effect upon both historic and archaeological resources.

5. The ERA reserves the right to decline any or all applications or to waive any informalities in the review process.

**Payment**

1. When all work is complete and contractors are paid, please forward receipts for work completed to the ERA office for payment. ERA staff will inspect the work for compliance with the application details.

2. The ERA will pay approved contractors directly for compensation of work, or reimburse expenditures made by the property owner. In no instance will a homeowner be paid directly for work not yet completed and approved.

Please contact the ERA Office, at 610-250-6721 or Michael Brett at 610-250-6727 for more information or questions.
APPLICATION FOR
THE UPPER FLOOR HOUSING INITIATIVE PROGRAM

Applicant name: ____________________________________________________________

Property Address: __________________________________________________________

Phone: ___________________ Email: ____________________________________________

Do you own the property? ____________

PROJECT INFORMATION

Project description (note if attached separately):

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Number of units to be created: ______________________

Total project cost (attach bids/quotes/budget): ______________

Total requested for reimbursement: ______________

Timetable for Completion:

____________________________________________________________________________________

____________________________________________________________________________________

Submit Application to: Gretchen Longenbach, Executive Director
Redevelopment Authority
1 South Third Street, fourth floor
Easton, PA 18042

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