

The Borough of Manheim Policies, Procedures, Design Guidelines and Recommendations for Storefront Improvements



Prepared in December 2006 by the Borough of Manheim's Design Committee for the
Borough of Manheim's Main Street Storefront Improvement Program
Revised March, 2008

Introduction

The purpose of this document is to establish guidelines for the Borough of Manheim that should be used when considering the health of buildings located in the designated downtown area. Use these design guidelines when making decisions with regard to new infill construction and demolition in the Main Street area, exterior changes or additions to buildings, renovation, maintenance and repair work to building located throughout the downtown.

These guidelines are split into two sections. The first section contains design principles and recommendations for storefront improvements and the second section contains program policies and procedures.

Historic Preservation was one of the goals in the Manheim Central Region's 1993 Comprehensive Plan. Implementation was begun with the establishment of an advisory committee as a sub-committee of the Planning Commission. This committee was composed of the borough's zoning officer, planning commission members, and members of the Manheim Borough Historical Society. The purpose of the committee was to promote preservation of the heritage and historical character of Manheim borough by developing a municipal structure to encourage the support and participation of property and business owners.

In 1994 the Advisory Committee contracted with the Historic Preservation Trust of Lancaster County to conduct a survey of historic resources in the borough. This was completed in 1995. Subsequently, the survey forms were sent to the Pennsylvania Historical and Museum Commission (PHMC) to determine if the Borough was eligible for listing in the National Register of Historic Places as a historic district. In 1998 representatives from PHMC visited the borough to determine the boundaries of the proposed historic district and subsequently a National Register nomination was prepared and submitted to PHMC.

Also, in July of 1998, the borough hired a historic preservation consultant to assist the Advisory Committee in the preparation of an historic preservation overlay zone ordinance. The zone was to overlay the area determined to be eligible for the National Register. The provisions of the ordinance required preservation permits for rehabilitation, alterations and additions and for demolition, removal or relocation of historic resources. A procedure was established to prevent demolition by neglect, a process was established for the review of signs, and additional opportunities for adaptive reuse were allowed. In addition, the ordinance contained provisions for infill development to insure that new buildings blended with the historic character of the borough.

In December of 1998, while this historic zoning ordinance process was still in progress, three historically significant structures in Market Square were lost to fire. The borough worked in conjunction with the Manheim Area Economic Development Corporation to assist the property owners with exterior building designs and land development plans for reconstruction. Although no regulations were yet in place, the property owners agreed that their new buildings would be sympathetic to the surrounding area.

In March of the following year the Borough Planning Commission and the Advisory Board held a public meeting to unveil the facade designs for the buildings that would replace the burned out buildings and to introduce the Historic Preservation Ordinance and the Historic Commission Ordinance. This Historic Commission ordinance establishes a body composed of five members, to be appointed by Borough Council, who have professional expertise or a demonstrated interest in Cultural history, architectural history, archaeology, historic preservation, or knowledge in a field related to the commission's objectives such as real estate, construction, grant writing and fund raising, economic development and the like. The function of the commission is to provide information and recommendations to the zoning officer relative to the permit request. The two ordinances were adopted in April, 1999.

On February 14, 2000, the Manheim Borough Historic District was officially listed in the National Register of Historic Places.

Section 1 Design Principles and Recommendations

Introduction to Architectural Terms and Definitions

Please use this section for assistance throughout the manual as well as for assistance with the Secretary of the Interior's Guidelines for Preserving, Rehabilitating and Reconstructing Historic Buildings.

Arcade - Series of round arches supported by *columns* or posts

Ashlar - Squared building stone laid in parallel courses

Astragal - Molding with a semicircular profile

Astylar - Facade without *columns* or *pilasters*

Awning - A canvas sunscreen over a window or door way

Balconet - False balcony outside a window

Baluster - The post supporting a handrail

Balustrade - Railing at a stairway, porch or roof

Bargeboard - Decorative boards located at the end of a *gable*

Bracket - Supporting element under a *cornice*

Bulkhead - Horizontal or inclined door over

exterior stairway to cellar

Cames - The lead portions of stained glass windows

Casement Window - Window hinged on the side that opens like a door

Clapboard - Long thin overlapping wooden boards placed horizontally on the outside of a building

Column - Round vertical support

Cornice - A horizontal molded projection that completes a building or wall; or the upper slanting part of an *entablature*

Cresting - Line of ornamentation finishing a roof

Cupola - A cup-shaped cap over a structure; often found on carriage houses

Cyclopean Block - Rock faced blocks often used in foundations

Dimension Stone - Large blocks of stone used in foundations

Dormer Window - Window that projects from a sloping roof

Double-Hung Windows - Windows with two sashes sliding up and down

Eaves - Lowest projecting part of a sloped roof

Eye-brow Window - Roof *dormer* having low sides; formed by raising small section of roof

Facade - Main face or side of a building

Fanlight - Fixed half-moon window *sash* above a door

Fascia - Flat vertical board used to hide ends of roof rafters

Fenestration - Design and placement of windows

Gable - Upper triangular portion of wall at the end of a roof

Gargoyle - Carved figure with grotesque features; often on corners of buildings.

Gingerbread - Elaborate wooden fretwork used on gables or as porch trim

Glazing - The glass in a window

Guilloche - Molding resembling twisted rope

Hipped Roof - Slopes upward from all four sides

Hoodmold - Decorative projecting trim above a window

Imbrication - Overlapping of shingles or tiles

Jamb - Sidepiece on doors and windows

Jutty - Upper story projecting beyond the one below; also called jetty

Keystone - Wedge-shaped stone found in the center of some arches

Lanai - Furnished veranda

Lites - Individual panes of glass

Lug Sill - One that extends beyond bottom window

Mansard Roof - Double pitched roof in which lower pitch is nearly vertical and upper is nearly horizontal

Mezzanine - Partial story between two main stories; usually projects as a balcony

Mullion - Vertical member separating two or more windows

Muntin - Vertical or horizontal divisions between *lites* in a window or door

Newel - Post supporting one end of a handrail at top or bottom of stairs

Oriel - Upper-story projecting bay window with *corbels* or *brackets*

Parapet - Part of a wall that extends beyond the roof

Pent Roof - Sloping roof attached to side of building

Porte Cochere - Porch roof projecting over a driveway

Portico - Porch supported by *columns*, usually above entrance

Postern - Side entrance

Quoins - Units of cut stone or brick used to accentuate the vertical corners of buildings

Rubble - Undressed broken stone used in construction

Rusticated - Stonework with beveled or angled edges

Sash - Frame in which the glass panes or a window are set

Signboard - The horizontal space above the storefront window intended for the application of a flat wall sign

Sill - Bottom member of a window or door

Soffit - Underside of an *eave*, *lintel* or other horizontal element

Spindle - Turned vertical wooden element used in stair railings and porch trim

Stoop - Small porch leading to entrance of a house

Storefront - The street level portion of a building facade which was originally intended for display of goods or services

Terrace - Open area connected to building; usually paved

Transom - Small window above door

Uncoursed Masonry - Not set in layers; no continuous horizontal joints

Veranda - Porch that runs along front or side of a building; supported by *pillars* or *columns*

Wainscot - Facing of wood paneling, usually covering lower portion of interior wall

Water Table - Molding or projection on the exterior located at the intersection of the basement and first story

Widow's Walk - Narrow platform on roof; usually with wooden or wrought-iron *balustrade*

Yoke - Top of a double-hung window

*This glossary is reprinted from the Historic Preservation Handbook: A guide for Volunteers (1974 edition), Historic Preservation section, Georgia Department of Natural Resources, and is used with their permission.

The Secretary of Interior's Standards

The Secretary of the Interior, part of the U.S. Department of the Interior, has set universal design standards that will be used as a guide for Manheim Borough's façade improvement program.

The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and interior of the buildings. They also encompass related landscape features and the building's site and environment, as well as attached, adjacent, or related new construction. To be certified for Federal tax purposes, a rehabilitation project must be determined by the Secretary to be consistent with the historic character of the structure(s), and where applicable, the district in which it is located.

As stated in the definition, the treatment "rehabilitation" assumes that at least some repair or alteration of the historic building will be needed in order to provide for an efficient contemporary use; however, these repairs and alterations must not damage or destroy materials, features or finishes that are important in defining the building's historic character. For example, certain treatments--if improperly applied--may cause or accelerate physical deterioration of the historic building. This can include using improper repointing or exterior masonry cleaning techniques, or introducing insulation that damages historic fabric. In almost all of these situations, use of these materials and treatments will result in a project that does not meet the Standards. Similarly, exterior additions that duplicate the form, material, and detailing of the structure to the extent that they compromise the historic character of the structure will fail to meet the Standards.¹

The Secretary of the Interior's Standards for Rehabilitation

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the

¹ Weeks, Kay, and Anne Grimer. The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings. Washington D.C.: Library of Congress, 1995.

exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. 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.²**

How to Use the Guidelines

² Weeks, Kay, and Anne Grimer. The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings. Washington D.C.: Library of Congress, 1995.

(This section of the guidelines is taken directly from, “The Secretary of the Interior’s Standards for the Treatment of Historic Properties.” The full set of guidelines should be referenced for complete information on each specific project within Manheim Borough.)

Identify, Retain, and Preserve

The guidance that is basic to the treatment of all historic buildings--*identifying, retaining, and preserving* the form and detailing of those architectural materials and features that are important in defining the historic character--is always listed first in the "Recommended" area. The parallel "Not Recommended" area lists the types of actions that are most apt to cause the diminution or even loss of the building’s historic character. It should be remembered, however, that such loss of character is just as often caused by the cumulative effect of a series of actions that would seem to be minor interventions. Thus, the guidance in *all* of the "Not Recommended" areas must be viewed in that larger context, e.g., for the total impact on a historic building.

Protect and Maintain

After identifying those materials and features that are important and must be retained in the process of rehabilitation work, then *protecting and maintaining* them are addressed. Protection generally involves the least degree of intervention and is preparatory to other work. For example, protection includes the maintenance of historic material through treatments such as rust removal, caulking, limited paint removal, and re-application of protective coating; the cyclical cleaning of roof gutter systems; or installation of fencing, protective plywood, alarm systems and other temporary protective measures. Although a historic building will usually require more extensive work, an overall evaluation of its physical condition should always begin at this level.

Repair

Next, when the physical condition of character-defining materials and features warrants additional work *repairing* is recommended. Guidance for the repair of historic materials such as masonry, wood, and architectural metals again begins with the least degree of intervention possible such as patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading them according to recognized preservation methods. Repairing also includes the limited replacement in kind--or with compatible substitute material--of extensively deteriorated or missing parts of features when there are surviving prototypes (for example, brackets, dentils, steps, plaster, or portions of slate or tile roofing). Although using the same kind of material is always the preferred option, substitute material is acceptable if the form and design as well as the substitute material itself convey the visual appearance of the remaining parts of the feature and finish.

Replace

Following repair in the hierarchy, guidance is provided for *replacing* an entire character-defining feature with new material because the level of deterioration or damage of materials precludes repair (for example, an exterior cornice; an interior staircase; or a complete porch or storefront). If the essential form and detailing are still evident so that the physical evidence can be used to re-establish the feature as an integral part of the rehabilitation project, then its replacement is appropriate. Like the guidance for repair,

the preferred option is always replacement of the entire feature in kind, that is, with the same material. Because this approach may not always be technically or economically feasible, provisions are made to consider the use of a compatible substitute material.

It should be noted that, while the National Park Service guidelines recommend the replacement of an entire character-defining feature under certain well-defined circumstances, they never recommend removal and replacement with new material of a feature that--although damaged or deteriorated--could reasonably be repaired and thus preserved.

Design for Missing Historic Features

When an entire interior or exterior feature is missing (for example, an entrance, or cast iron facade; or a principal staircase), it no longer plays a role in physically defining the historic character of the building unless it can be accurately recovered in form and detailing through the process of carefully documenting the historical appearance. Where an important architectural feature is missing, its recovery is always recommended in the guidelines as the first or preferred, course of action. Thus, if adequate historical, pictorial, and physical documentation exists so that the feature may be accurately reproduced, and if it is desirable to re-establish the feature as part of the building's historical appearance, then designing and constructing a new feature based on such information is appropriate. However, a second acceptable option for the replacement feature is a new design that is compatible with the remaining character-defining features of the historic building. The new design should always take into account the size, scale, and material of the historic building itself and, most importantly, should be clearly differentiated so that a false historical appearance is not created.

Alterations/Additions to Historic Buildings

Some exterior and interior alterations to historic building are generally needed to assure its continued use, but it is most important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes.

Alterations may include providing additional parking space on an existing historic building site; cutting new entrances or windows on secondary elevations; inserting an additional floor; installing an entirely new mechanical system; or creating an atrium or light well. Alteration may also include the selective removal of buildings or other features of the environment or building site that are intrusive and therefore detract from the overall historic character.

The construction of an exterior addition to a historic building may seem to be essential for the new use, but it is emphasized in the guidelines that such new additions should be avoided, if possible, and considered only after it is determined that those needs cannot be met by altering secondary, i.e., non character-defining interior spaces. If, after a thorough evaluation of interior solutions, an exterior addition is still judged to be the only viable alternative, it should be designed and constructed to be clearly differentiated from the historic building and so that the character-defining features are not radically changed, obscured, damaged, or destroyed.

Additions to historic buildings are referenced within specific sections of the guidelines such as Site, Roof, Structural Systems, etc., but are also considered in more detail in a separate section, New Additions to Historic Buildings.

Energy Efficiency/Accessibility Considerations/Health and Safety Considerations

These sections of the rehabilitation guidance address work done to meet accessibility requirements and health and safety code requirements; or retrofitting measures to conserve energy. Although this work is quite often an important aspect of rehabilitation projects, it is usually not a part of the overall process of protecting or repairing character-defining features; rather, such work is assessed for its potential negative impact on the building's historic character. For this reason, particular care must be taken not to radically change, obscure, damage, or destroy character-defining materials or features in the process of rehabilitation work to meet code and energy requirements.³

Specific Recommendations for Manheim Borough

Below you will find specific recommendations that have been tailored to fit the Main Street environment of Manheim Borough. Each recommendation should only be used as a guide, and an Architect and or appropriate Historical Expert should be consulted for individual projects.

Walls and Upper Facades

Recommended

- Maintain as many existing architectural elements around windows.
- Preserve and restore historical features with the same or similar materials.
- Assess your building in the surrounding streetscape as well as with neighboring buildings
- Install Storm windows on the inside of existing windows.
- Retain original brick or stone, and use the gentlest washing process.
- Retain original color schemes, and use colors that will tie the entire façade together.
- Use appropriate lighting to accentuate architectural features.



Not Recommended

³ Weeks, Kay, and Anne Grimer. The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings. Washington D.C.: Library of Congress, 1995.

- Filling in windows or doors.
- Avoid using materials that look temporary or artificial or are hard to maintain.
- Destroying original architectural detail.
- Removing existing quality materials or details from the building.
- Do not use materials that are not part of the original history of the building.

Doors and Entries

Recommended

Retain details of original building entrance and porches.

- Choose a door that matches the Downtown Theme.
- Keep all entrances and basement accesses free from clutter.
- Choose a door that is compatible in scale, material and shape with the overall façade.
- The secondary entrances should maintain a traditional appearance in relation to the façade. It should not draw attention to itself.
- Implement improvements for ingress and egress according to the ADA standards for Handicapped Accessibility.
- Install planters to soften the ramps appearance but keep them out of the pedestrian right of way.
- Incorporate ramps and stairs to blend into the streetscape.



Not Recommended

- Using doors made from vinyl or aluminum or that are opaque or that include no glass. Residential style doors should not be used
- Removing recessed entries.
- Removing original entrance elements.
- Adding incompatible doors.
- Placing apartment numbers on the secondary entrance door.
- Destroying original architectural detail.
- Do not cover an entrance or a part of the entrance making the entrance door smaller than the original door.
- Use of slippery materials pedestrian surfaces.



- Do not crowd entrances with merchandise.
- Use of light fixtures that create a glare or are overly bright in comparison to the surroundings.
- Do not frame windows or doors with neon tubing.
- Do not use flashing lights or fixtures that are not in style with architecture.

Windows

Recommended

- Whenever possible, retain original windows.
- Replace original windows with same size replacement windows.
- Use large windows providing the maximum amount of visibility into the store.
- Use transparent glass.
- Clean glass regularly.
- Repair damaged window frames, and maintain existing window frames to prevent future damage.
- Retain and preserve window sills, lintels and caps.
- Reopen original windows that have been filled in during past renovations.
- Paint window trim to accent building façade color scheme.
- Maintain transom windows above entrances and storefronts.
- Replace special transom glazing materials with like materials
- Use windows to display merchandise by using the full extent of the glass.
- Make the display exciting, neat, fun and original.
- Change the display often to keep the interest of the daily pedestrian.
- Display small merchandise at the front of the window or at eye level.
- Keep window displays well lit at night and to draw pedestrian's attention.
- Use a timer to turn lighting on and off.
-



Not Recommended

- Covering original windows.
- Replacing original windows with aluminum or vinyl windows.
- Reducing or altering the size of original windows.
- Adding aluminum storm windows.
- Use of tinted, opaque or smoked glass.

- Covering glass with too much signage on windows.
- Use of ground floor or upper floor window space for storage.
- Cluttering window displays with too much merchandise or disorganized displays that prevent customers and pedestrians from seeing inside the store.
- Keeping display windows empty.
- Use of flashing lights.
- Framing the display window with neon lighting.
- Use of bright lighting that interferes with streetscape or neighboring buildings.
- Use of lighting fixtures that are not in line with the architectural style and character.



Signage

Recommended

- Keep signs simple with limited color, and make them easy to read. Stay in character with the façade.
- Use pedestrian scaled signs.
- Use professionally fabricated signs made in metal, plastic, glass, stone or wood.
- Incorporate light as part of the design.

Not Recommended

- Rooftop or revolving signs.
- Signs that are so large they overwhelm the architecture.
- Signs that cover building features.
- Use of too many signs.
- Using long, complicated messages.
- Attaching paper signs to windows.
- Flashing and or color lights with the signage.



Awnings

Recommended

- Use awnings as signs.
- Use awnings that have a simple shape and made of weather resistant materials.
- Consider using retractable awnings.
- Use awnings to create shaded spaces and shelter in front of a building for shoppers.
- Use awnings to cool interiors and save energy.
- Use colors that complement and enhance the architectural character as well as complement the surrounding downtown district.



Not Recommended

- Use of aluminum, vinyl or other plastic materials.
- Covering architectural details with continuous awnings or oversized awnings.
- Using more than three colors.
- Do not use lights that are internally lit.
- Avoid canopies made of wood or asphalt as well as metal canopies that do not complement the original architectural design.



All of the following criteria must be met to be eligible for grant funding:

The building must be located within the Main Street Program area boundaries.

The applicant must show proof of ownership of the property by the submission of a deed, and must have all other owner's written permission to participate in the program. If a business owner wishes to apply, he may do so, but must obtain written permission from all owners listed on the deed.

A building may be eligible for more than one grant. A building located on a corner is eligible for the two façade sides, and a building with multiple Commercial Spaces with separate United States Postal Service addresses is eligible for a grant for each separate address.

The building must be free of serious code violations and structural deficiencies. The owner must be compliance with local zoning codes.

The applicant must not have any other properties located within the Borough with code deficiencies.

The property owner must be current on all property taxes as well as municipal service bills (water, sewer, trash).

The Main Street Office will host periodic educational sessions to go over the application and review processes with interested applicants. Each applicant will meet with the Design Committee to discuss his/her application.

Eligible Improvements (Subject to the Secretary of Interior's Standards for Rehabilitation)

- Window and doors
- Entryways
- ADA Compliance
- Masonry work
- Painting or Siding
- Signage
- Awning or Canopies
- Lighting
- Exterior Woodwork

Ineligible Improvements

- Roof repair or replacement
- Sidewalk repair or replacement
- Furniture or Flower Boxes

Anyone who is located within the Main Street Program area who is interested in receiving a façade grant should contact the Main Street Manager for an application. Applications are reviewed on a rolling basis using a competitive review process and can be submitted at any time. The use of an architect or contractor is highly recommended but is not included as part of the grant program.

All applications are subject to review and the approval of the Manheim Historic Commission.

All applications will be reviewed and scored by the Design Committee of the Manheim Downtown Development Group. Each committee member will score each application independently and all of the committee members' scores will be combined. The applications with the highest total score will be given first priority and so on, until the façade funds allocated for that project year are exhausted. Applicants who are not successful may apply the following year for funds but must submit a new application each year the applicant wishes to be considered. Grants will be awarded by the majority vote of the core members of the Design Committee (with a minimum of three voting members), based on the following criteria of the Manheim Downtown Development Group:

Selection Guidelines

A. In approving applications for rehabilitation, Grants under the program will be awarded points based on the following criteria.

1. Project Readiness (20 points)
 - a. Proposed Start Date
 - b. Project Time Frame/ Construction Schedule
2. Project Financing (20 points)
 - a. Provision of private match
 - b. Demonstration of the ability to financially complete the project
3. Visual Project Impact (30 points)
 - a. Quality of Project Design, Artistic Excellence and Harmony with Existing Urban Fabric
 - b. Impact on Block
 - c. Impact on the Manheim Main Street Program Area
 - d. Preservation of Architectural Integrity
4. Economic Project Impacts (30 points)
 - a. Proposed Use

- b. Elimination of Vacancy
- c. Downtown Living Opportunities
- d. Attractiveness to Tourist
- e. Attractiveness to New/Existing Businesses Opportunities

Grants will be awarded on a rolling basis depending on funds available and received by PA Department of Community and Economic Development. The maximum amount awarded is \$2,500.00 per building. The grantee must match the funds by at least a 50% match or \$2,500.00 total. An owner who owns multiple buildings may apply for each building but must make a separate application for each parcel.

Before the grant is awarded, each grantee must get at least two estimates on each proposed eligible improvement. For example, if an owner would like to make window improvements and have masonry work completed, the grantee must get two estimates for window improvements and two estimates for masonry improvements. The same contractor may provide work for two or more eligible improvements; however each improvement must be itemized. Each estimate based on the approved scope of work must be from a qualified contractor and each estimate may require trade references of similar work completed by the contractor.

The grantee must submit the estimates to the Main Street Manager for review and approval. After the review is completed, the grantee may order the work completed by the contractor who submits the lowest qualified bid.

In the case of donated labor by either the building owner or another volunteer, the grant will only reimburse for materials only up to 50% of \$5,000. Volunteer labor can not count as match towards the grant, actual cash match towards materials is required. Volunteer labor and donated labor must still produce workmanlike results. Two written quotations or estimates are required for submittal to the Main Street Manager before materials may be purchased.

Please note: On all projects where the total value of the entire project exceeds \$25,000, the Commonwealth of Pennsylvania's State prevailing wages apply and must be paid for the entire project.

All projects must be completed and paperwork submitted to the Main Street Manager within 90 days of approval of the award. (In certain extenuating situations, the Review Committee may consider extending that deadline, if the request is submitted at the time of application, or immediately upon the occurrence of the extenuating circumstance.) Changes in the scope of a grant request project must be submitted to the MSM Design Committee for approval. Increases in grant awards are at the discretion of the MSM Design Committee.

After the construction work is complete, the grantee must notify the Main Street Manager of completion. The Main Street Manager must verify that the work has been

satisfactorily completed according to the scope of work. If the work completed includes the correction of building codes, the borough's code enforcement officer must also sign off that the work has been satisfactorily completed according to the borough's codes. Once the work has been approved as completed, the grantee must submit the contractor's bill and receipt of full payment to the Main Street Manager. The Main Street Manager will then make payment for reimbursement for 50% of the cost to the grantee, not exceeding \$2,500.00 to close out the project.

Changes to these Policies and Procedures may be made by the MSM Design Committee with the approval of the MSM Organization Committee.