



Storefront Improvement Program Application

City of Philadelphia, Department of Commerce

ABOUT THE STOREFRONT IMPROVEMENT PROGRAM (SIP)

The purpose of the Storefront Improvement Program is to encourage businesses and property owners within targeted neighborhood commercial corridors to improve the front exterior of their commercial properties, making these areas more attractive to shoppers and growing their vitality and economic performance. The program reimburses owners of commercial buildings and businesses which provides goods and services to the community, up to 50% of the total cost of eligible improvements, for a maximum reimbursement of \$10,000 for a single commercial property or \$15,000 for a multiple address or corner business property. Applicants must NOT start work until receiving a signed approval from the City.

APPLICATION PROCESS

Step One – Is your project eligible?

1. Email SIP@Phila.Gov or call 215-683-2025, to find out if your project is eligible.
2. If it is eligible, you will be matched with a relationship manager who will walk you through the process. The relationship manager will be either a representative of a neighborhood organization or a City staff person.

Step Two – Plan your project

1. Meet your relationship manager at your building.
2. Discuss ways to improve your storefront and review program requirements.

Step Three – Apply

1. Once you are ready to apply you will need
 - Color, digital photographs of your storefront and immediate surroundings
 - Illustrations showing the proposed improvements
 - Contractor estimates (at least two)
 - Letter granting permission from property owner if different from applicant

- Completed application

2. Send your application and required documentation by email to SIP@phila.gov or by mail to: Philadelphia Commerce Department, 1515 Arch Street, 12th floor, Philadelphia, PA 19102.
3. Applications will be reviewed for completeness and design. Application review usually takes 3-4 weeks. You and your relationship manager will be notified that the application has been received and whether anything is missing. Incomplete applications will not be considered. You MUST wait for approval before beginning work

Step Four – Begin work

1. Receive approval letter then sign and return W-9 and Reimbursement Requirements forms
2. Hire your contractor for the approved work
3. Obtain building and zoning permits
4. Approved applicants have up to six (6) months to complete proposed improvements.
5. If you who wish to change your project from what was approved or wish to use a new contractor, you must submit new estimates and a revised proposal for review and approval.

Step Five – Receive funds

1. Submit completion documents:
 - Copies of final invoices from contractors showing payment in full
 - Proof of payment in the form of copies of cancelled checks (front & back), credit card statements, or money orders. If you pay your contractor in cash we will be unable to reimburse you.
 - Copies of any required permits
 - Color photographs of the completed work
2. Allow 2-4 weeks for your rebate check to arrive



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PART 1 - APPLICANT INFORMATION

BUSINESS LOCATION – See list of targeted corridors on page seven (7) of this application. Projects must be on an eligible corridor. Projects located within one block of an eligible corridor will be evaluated on a case by case basis.

Address of Property Being Improved _____ ZIP Code _____

APPLICANT NAME – Applicants must be the owner of a commercially occupied property or an operating tenant business.

Applicant Name (person or company applying for rebate) _____

Applicant’s Mailing Address (if different than above) _____ ZIP Code _____

Contact Person & Title _____

Contact Phone # _____ Fax # _____ Email _____

BUSINESS INFORMATION – Applicants must be operating legally, properly registered, licensed with the City of Philadelphia, and current with all city taxes, including but not limited to taxes, licenses, water revenue billings etc, as well as any assessments due to Business/ Neighborhood Improvement Districts or Special Services Districts. Eligible properties must be occupied by a business. Describe the business below. Unoccupied properties may be considered but must be occupied to be eligible for reimbursement.

Name of Business in Property Being Improved _____

Type of Business _____ Number of Employees _____

Applicant Commercial Activities License # _____ EIN or SSN _____

PROPERTY OWNER INFORMATION – If the applicant is not the property owner, then a letter granting permission from the property owner must be included with this application.

Legal Name of Property Owner _____



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PART 2 – STOREFRONT IMPROVEMENT PROPOSAL

Describe your proposed improvements in the box below. Improvements must be made to the exterior and visible to the public and preserve and enhance the historic and architectural integrity of buildings. Typical projects include:

- Masonry/Brick pointing
- Cornices
- Exterior painting
- Windows/glazing
- Exterior doors
- Exterior façade lighting
- See-through security grills
- Signage and awnings

DESIGN REVIEW – Applications will be reviewed by a design committee who may suggest changes or require specific changes to the proposed work for the application to be approved and be eligible for reimbursement. In areas with local design guidelines and processes, applicants should consult the local guidelines and seek feedback on their proposal from their local organization first.

HISTORIC DISTRICT REQUIREMENTS – Projects within areas with special design controls or within historic districts must comply with those requirements.

INELIGIBLE IMPROVEMENTS – SIP funds cannot be used for new construction. Projects which use solid security grates, vinyl awnings, reduce the size of masonry openings/eliminate windows, or cover previously uncovered masonry (e.g. brick, stone, limestone, etc.) with paint, stucco, siding, etc. are NOT eligible.

Describe the improvements you plan to make to your storefront:



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PART 3 – STOREFRONT IMPROVEMENT COSTS

Use this form to itemize costs of the improvements planned for your storefront. You must also attach the estimates from your selected contractor(s) and the estimates from at least one additional contractor for each improvement type proposed below.

PRE-DEVELOPMENT COSTS – these costs are eligible for up to 100% re-imbusement

| Service | Costs | Your Selected Contractor/Vendor |
|------------------------------|-------|---------------------------------|
| Design/architecture services | \$ | |
| Permits and associated fees | \$ | |
| SUBTOTAL | \$ | |

CONSTRUCTION COSTS – these costs are eligible for up to 50% re-imbusement

| Improvement Type | Total Costs | Your Selected Contractor/Vendor |
|--|-------------|---------------------------------|
| Façade masonry/ Brick pointing | \$ | |
| Cornices | \$ | |
| Exterior Painting | \$ | |
| Windows/ glazing | \$ | |
| Exterior doors | \$ | |
| Exterior façade lighting | \$ | |
| See-through security gates | \$ | |
| Signage | \$ | |
| Canopies/awnings | \$ | |
| Handicapped ramps | \$ | |
| Window boxes | \$ | |
| Demolition | \$ | |
| Other: | \$ | |
| SUBTOTAL | \$ | |
| TOTAL COST (PRE-DEVELOPMENT + CONSTRUCTION) | \$ | |



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PART 4 – APPLICATION ATTACHMENTS

CHECKLIST -Please attach the following:

1. Color digital photographs of your building sent via email clearly showing the following:
 - Areas that will be improved;
 - The entire front facade of your building; and
 - The views down the block to the right and left of your building.
2. An illustration of the work you would like to do. Any of the following are acceptable:
 - A hand drawn sketch of the front of your building OR
 - a printed-out digital picture with written notes OR
 - a photo with post-it notes attached OR
 - an architect's rendering

NOTE: if your project includes signs or awnings, please ask your contractor to prepare a picture of the new sign or awning showing all dimensions, materials, colors, and lettering.
3. Estimates from two licensed contractors are required. We recommend you secure at least three. All applicants must seek proposals from businesses owned and controlled by minority persons (MBEs), women (WBEs) or disabled persons (DSBEs) as described below in the "Additional Program Requirements".
4. Letter from building owner (if different from applicant) granting permission for the proposed work

Additional Program Requirements

- Applications submitted after construction has begun will not be considered.
- A property improved under this program may apply for the maximum \$10,000 or \$15,000 allowances no more than once every five (5) years, with exception of signage/awning costs for a new business.
- *Economic Opportunity:* While there are no projected ranges for Minority/Women/Disabled-owned Business Enterprise (M/W/SDBE) participation, vendors are prohibited from discriminating against M/W/DSBE firms in the performance of this grant. NOTE: Potential M/W/DSBE project participants can be found in the City of Philadelphia's Office of Economic Opportunity Registry of Certified Firms. The online registry can be accessed at <http://www.phila.mwdsbe.com>.
- The amount that this program is able to approve for reimbursement will not always be equal to 50% of the eligible costs or the maximum amount due to availability of funds and restrictions in how program funds can be spent.
- Restaurants that serve alcohol will be asked to document that a significant portion of their revenue comes from food sales. Bars that cannot provide this documentation will not be eligible.
- Improvements to buildings occupied by or owned by churches, schools, colleges and universities, government offices, and elected officials are not eligible.



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PART 5 – CERTIFICATION FOR COMPLIANCE WITH FEDERAL, STATE & LOCAL REQUIREMENTS

I certify that:

1. The information contained here is accurate.
2. The business and property owner(s) are current with all City obligations, including but not limited to taxes, licenses, water revenue billings etc, as well as any assessments due to Business/ Neighborhood Improvement Districts or Special Services Districts. All permits, licenses, environmental and historical requirements associated with the above work will be complied with.
3. I have read and will comply with the requirements outlined in this application.

APPLICANT OR DESIGNATED REPRESENTATIVE

Name _____ Title _____

Signature _____ Date _____

Commercial Corridor _____

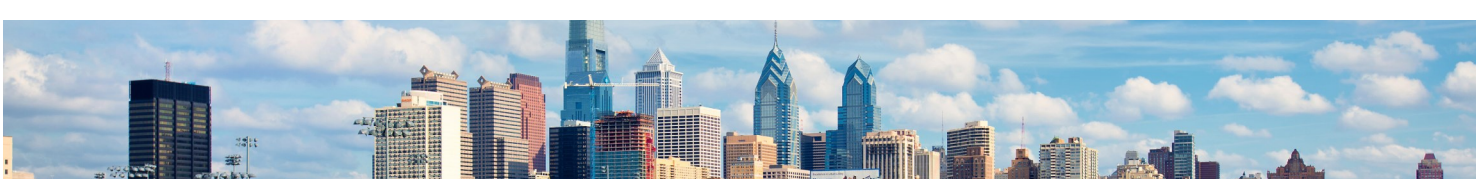
Corridor Relationship Manager Name _____

Organization _____

Submit your completed application to your Relationship Manager, or e-mail to SIP@phila.gov, or mail to Phila Commerce Dept, 1515 Arch St, 12th Fl, Phila, PA 19102.

You will receive a notification by e-mail when your application is received.

Application questions can be directed to Kareema Abusaab, SIP Manager at 215-683-2168



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ELIGIBLE PEDESTRIAN AND TRANSIT-ORIENTED COMMERCIAL CORRIDORS

| Street Name | Blocks |
|-------------------|-----------|
| N 2nd St | 0-100 |
| S 2nd St | 400-600 |
| N 3rd St | 0-100 |
| S 3rd St | 500-600 |
| S 4th St | 500-800 |
| S 5th St | 500-600 |
| N 5th St | 2600-3100 |
| N 5th St | 4200-4700 |
| N 5th St | 4800-5200 |
| N 5th St | 5300-5700 |
| S 7th St | 1900-2500 |
| N 9th St | 100-200 |
| S 9th St | 800-1200 |
| N 10th St | 100-200 |
| N 11th St | 100-200 |
| N 11th St | 4700-4900 |
| N 22nd St | 2700-3100 |
| N 40th St | 0-100 |
| S 40th St | 0-200 |
| N 40th St | 1100 |
| N 41st St | 1100 |
| N 45th St | 0-100 |
| S 45th St | 0-200 |
| S 48th St | 300 |
| N 52nd St | 0-100 |
| S 52nd St | 0-300 |
| N 52nd St | 600-1700 |
| N 54th St | 1800-2000 |
| N 60th St | 0-100 |
| S 60th St | 0-300 |
| N 63rd St | 1200-2100 |
| E Allegheny Ave | 800-1800 |
| E Allegheny Ave | 1900-2300 |
| E Allegheny Ave | 2300-2700 |
| Arch St | 800-1000 |
| Baltimore Ave | 4200-5400 |
| N Broad St | 700-800 |
| N Broad St | 900-1300 |
| N Broad St | 1400-1600 |
| N Broad St | 2200 |
| N Broad St | 3600-3800 |
| N Broad St | 4700-5100 |
| N Broad St | 5500-5900 |
| S Broad St | 1900-2100 |
| Bustleton Ave | 6700-6900 |
| Castor Ave | 5800-8200 |
| Cecil B Moore Ave | 1400-1900 |

| Street Name | Blocks |
|-------------------|-----------|
| Cecil B Moore Ave | 1900-2300 |
| E Cheltenham Ave | 0-300 |
| W Cheltenham Ave | 0-300 |
| E Cheltenham Ave | 700-800 |
| Cheltenham Ave | 1800-1900 |
| Cheltenham Ave | 3100-3200 |
| Chester Ave | 5400-5800 |
| Chew Ave | 5600-5700 |
| Chew Ave | 6300-6800 |
| Cottman Ave | 1800-2600 |
| Elmwood Ave | 6300-7300 |
| Fairmount Ave | 1400-1900 |
| Fairmount Ave | 2000-2400 |
| Frankford Ave | 1200-3100 |
| Frankford Ave | 4000-5300 |
| Frankford Ave | 6200-8500 |
| N Front St | 1700-2300 |
| N Front St | 3100-3200 |
| S Front St | 2100-2300 |
| Germantown Ave | 2500-2900 |
| Germantown Ave | 3400-4000 |
| Germantown Ave | 4100-4400 |
| Germantown Ave | 4900-5300 |
| Germantown Ave | 5400-6200 |
| Germantown Ave | 6300-6500 |
| Germantown Ave | 6500-6700 |
| Germantown Ave | 6800-7200 |
| Germantown Ave | 7500-8700 |
| E Girard Ave | 0-800 |
| W Girard Ave | 0-900 |
| W Girard Ave | 1000-1800 |
| W Girard Ave | 2500-2900 |
| W Girard Ave | 3800-4100 |
| Green Ln | 400-500 |
| Haverford Ave | 7200-7600 |
| Huntingdon Pike | 0-600 |
| Kensington Ave | 2400-2600 |
| Kensington Ave | 2800-3600 |
| Lancaster Ave | 3400-3700 |
| Lancaster Ave | 3800-4300 |
| Lancaster Ave | 4400-6200 |
| Lansdowne Ave | 5900-6200 |
| W Lehigh Ave | 400-500 |
| Leverington Ave | 400 |
| Lombard St | 100 |
| Louden St | 1200-1600 |
| Main St | 4100-4500 |
| Maplewood Mall | |

| Street Name | Blocks |
|------------------|-----------|
| Market St | 300 |
| Market St | 4000 |
| Market St | 4600-6300 |
| N Marshall St | 900-1100 |
| Midvale Ave | 3500-3700 |
| Ogontz Ave | 6800-8000 |
| Old York Rd | 4700-5100 |
| Old York Rd | 5700-5900 |
| Old York Rd | 6600-6800 |
| Olney Ave | 1300 |
| Oregon Ave | 600-1300 |
| Oxford Ave | 7500-7900 |
| Parkside Ave | 4700-5100 |
| E Passyunk Ave | 600 |
| E Passyunk Ave | 1200-1900 |
| W Passyunk Ave | 1200-1700 |
| Point Breeze Ave | 1200-1700 |
| Race St | 800-1000 |
| Rhawn St | 400-500 |
| Richmond St | 3100 |
| Ridge Ave | 1400-1800 |
| Ridge Ave | 1900-2400 |
| Ridge Ave | 4000-4300 |
| Ridge Ave | 5000-7100 |
| Rising Sun Ave | 5700-7700 |
| Snyder Ave | 600-1700 |
| South St | 100-2200 |
| Spring Garden | 900-1200 |
| Spring Garden | 1500 |
| Spruce St | 4700-4800 |
| Stenton Ave | 6100-6400 |
| Susquehanna Ave | 1400-1500 |
| S Swanson St | 2100-2300 |
| Torresdale Ave | 5200-7200 |
| Vine St | 800-1000 |
| Wadsworth Ave | 1500-1600 |
| Walnut St | 4400-4600 |
| Washington Ave | 700-1000 |
| Washington Ln | 1900 |
| S Water St | 2100-2300 |
| Wayne Ave | 4700-5000 |
| Woodland Ave | 4600-4800 |
| Woodland Ave | 5800-6600 |
| E Wyoming Ave | 0-100 |
| W Wyoming Ave | 0-100 |
| E Wyoming Ave | 300-400 |