

**City of Altoona**  
**Business District Revitalization Grant Program**  
**Through the American Rescue Plan Act**

Small businesses are the heartbeat of the downtown community. The COVID-19 pandemic of the past few years has posed unique and far-reaching challenges that have caused the type of hardship for these businesses not seen in generations. To help ease this burden, the City of Altoona has established a Business District Revitalization Grant (BDRG) program using American Rescue Plan Act (ARPA) funds to help businesses with 50 or fewer employees start-up and/or expand within its business district, which broadly defined as anywhere inside the City.

Specifically, two grant types are available, each providing up to \$35,000:

- Start-Up Capital / Operating Cost Grants for new businesses
- Physical Improvement / Equipment Grants for both new and existing businesses.

Start-Up businesses could potentially receive both grants (totaling up to \$70,000). All activities funded through this program will require documentation of costs, and checks will be issued directly to vendors.

Applicants must demonstrate their proposed project will create a positive impact on the tax base in the City, have a positive impact on employee payroll and wages, redevelop or rehabilitate property (especially blighted property), and/or develop a currently vacant real estate parcel. Projects should be ready to go, with a clear timeline for completion by the end of 2024.

Grant applications can be accessed at the City of Altoona Homepage under **Quick Links**. Completed applications, along with supporting documentation, should be submitted to Kim Carrieri in the Department of Administration at Altoona City Hall, 1301 12<sup>th</sup> Street, Suite 100, Altoona, PA, 16601. Questions should be directed to Diana White, Community Development Director at 814-949-2471.

# City of Altoona Business District Revitalization Grant Program

## Grant Application

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

BUSINESS OWNER (APPLICANT) INFORMATION			
Business Type: Sole Proprietorship _____ Partnership _____ Corporation _____			
Business FEIN: _____			
Business Legal Name			
Physical Address:		City	State Zip
Business Phone:		Email:	
Contact:		Phone:	
Check one: Existing Business: _____ If existing, are your EXPANDING or RELOCATING (circle one) New Business: _____			
Business Description:			
Year Established:		Number of Employees:	
BUSINESS LOAN INFORMATION			
Startup Capital/Operating Grant _____ (New businesses only)		Loan Request: \$ _____	
Physical Improvements/Equipment Grant _____		Loan Request: \$ _____	

PROJECT NARRATIVE (If necessary, include attachment for additional information)

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

Name/Title	Social Security Number	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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Uses of Funds		Sources of Funds
	\$	\$
	\$	\$
	\$	\$
	\$	\$

- Checklist of Required Information:
- Quote or invoice from vendor to include a description of the item(s), total amount, who payment is payable to and address.
  - Payroll support documentation (e.g., payroll vendor invoices)
  - If Project Involves Real Estate Improvements, Leasehold Improvements or Construction:
    - o Quote or bid from contractor for work to be completed
    - o Copy of all required City of Altoona Permits, Licensures, and all applicable Fees
    - o If Leasehold Improvements – a copy of the executed lease and supporting letter from Lessor acknowledging work to be completed within their specific approval

City of Altoona Business Revitalization Grants will be awarded in accordance with the Guidelines authorized by the Altoona City Council (Attachment A and Attachment B). Priority will be placed on funding projects that meet these guidelines and conform to the items listed below. Please provide information and dates where applicable on how your project will positively impact the items below.

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

2. Creates a positive impact in employee payroll & wages (including new employment opportunities and/or retention)

3. Leverages the City's new employment opportunities

4. Redevelopment/Rehabilitation of existing properties within the City, with an emphasis on blight remediation

5. Purchase of land/real estate within the City

6. Development of an existing vacant site within the City

Grant Review Committee Approval/Denial:

A. Startup Capital/Operating Grant (if applicable):

Elizabeth Mosey, Finance Director:                      Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Signature: \_\_\_\_\_    Date: \_\_\_\_\_

Omar Strohm, City Manager:                              Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Signature \_\_\_\_\_    Date: \_\_\_\_\_

Diana White, Community Development Director:      Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Signature \_\_\_\_\_    Date: \_\_\_\_\_

Final Grant Amount: \$ \_\_\_\_\_

B. Physical Improvements/Equipment Grant (if applicable):

Elizabeth Mosey, Finance Director:                      Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Signature: \_\_\_\_\_    Date: \_\_\_\_\_

Omar Strohm, City Manager:                              Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Signature \_\_\_\_\_    Date: \_\_\_\_\_

Diana White, Community Development Director:      Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Signature \_\_\_\_\_    Date: \_\_\_\_\_

Final Grant Amount: \$ \_\_\_\_\_

# Attachment A

## Business District Revitalization Grant Program Guidelines

### American Rescue Plan Act (ARPA)

#### Startup Capital / Operating Grants:

**Eligible Businesses:** Any business with 50 employees or less that is located within the geographical limits of the City of Altoona

**Eligible Costs:**

1. Business Startup, or Seed Funding to open a new business operation in the City of Altoona
2. Working Capital / Operational support for existing businesses

Examples of eligible uses of funds include:

- Inventory Purchases
- Product Development Costs
- Business Rent Expenses
- Utilities Costs
- Marketing Costs
- Payroll Support
- Legal fees
- Consulting Costs

**Amounts:** Up to \$35,000

**Match Requirement:** None

**Cost Documentation:** Quotes, Bids, and/or Receipts supporting the requested amount must be submitted with the application

**Payment:** Payment issued through third-party check(s)

**Priority:** Given to applicants who can evidence the following outcomes:

- Creates a positive impact on real estate / wage tax base within the City of Altoona
- Creates a positive impact on employee payroll & wages
- Creates new employment opportunities within the City of Altoona

**Application:** Grant applications can be accessed at the City of Altoona Homepage under **Quick Links**. Completed applications, along with supporting documentation, should be submitted to Kim Carrieri in the Department of Administration at Altoona City Hall, 1301 12<sup>th</sup> Street, Suite 100, Altoona, PA, 16601.

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

**Attachment B**  
**Business District Revitalization Grant Program Guidelines**  
**American Rescue Plan Act (ARPA)**

**Physical Improvements / Equipment Grants:**

**Eligible Businesses:** Any startup or existing business with 50 employees or less that is located within the geographical limits of the City of Altoona

**Eligible Costs:**

1. Renovations to existing buildings located within the City of Altoona
2. Purchase of land/real estate
3. Purchase of equipment

**Amounts:** Up to \$35,000

**Match Requirement:** None

**Cost Documentation:** Quotes, Bids, and/or Receipts supporting the requested amount must be submitted with the application

**Payment:** Payment issued through third-party check(s)

**Priority:** Given to applicants who can evidence the following outcomes:

- Creates a positive impact on real estate / wage tax base within the City
- Creates a positive impact on employee payroll & wages
- Redevelopment/Rehab of existing properties within the City, with emphasis on blight remediation
- (Re)Development of an existing vacant site within the City

**Application:** Grant applications can be accessed at the City of Altoona Homepage under **Quick Links**. Completed applications, along with supporting documentation, should be submitted to Kim Carrieri in the Department of Administration at Altoona City Hall, 1301 12<sup>th</sup> Street, Suite 100, Altoona, PA, 16601.

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