

FAÇADE IMPROVEMENT GRANT APPLICATION

Estacada Urban Renewal Agency

To apply for a Façade Improvement Grant, please review the attached guidelines, fill out the entire application, and attach the required supporting documentation:

- Proof of building ownership or consent to act on behalf of the owner if tenant.
- At least two color photos showing the building in its context and the portion of the building to be improved.
- Two copies of drawings illustrating proposed improvements. Drawings should include:
 - Dimensions of the building and proposed features;
 - Proposed materials;
 - Proposed colors – color swatches are recommended;
 - Fixtures, doors, and windows– images of the proposed model or comparable models are recommended.

APPLICANT AND CONTACT INFORMATION

Applicant Name (may be individual, partnership, etc.)		
Applicant Address (correspondence concerning this application will be sent to this address)		
City	State	Zip
Applicant is an: __ Individual __ Partnership __ Corp __ S Corp __ Other:		
Contact Name (if different than above)		Contact Title (if applicable)
Phone Number	Fax Number	Email Address

PROPERTY INFORMATION

Address of Proposed Project		
City	State	Zip
Year Built:		
Current Use of Land and/or Current Tenant		Current Zoning

OWNERSHIP INFORMATION

Property Owner:		
Owner Address:		
Owner Phone	FAX	email

Applicant has:	<p><u> </u> Ownership of property</p> <p><u> </u> Lease on property – expires: _____ <i>Tenants must submit copy of the lease and written consent of property owner for proposed project</i></p> <p><u> </u> Other: _____</p>
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PROJECT DESCRIPTION

Please give a brief description of the building and the façade improvement you are proposing.

CONTRACTOR BIDS

Have you received bids for the project? * A minimum of three bids are required for grant request over \$10,000; a minimum of two bids are required for grant requests up to or equal to \$10,000. These do not need to be submitted at the time of the application.

Yes No If yes, please list the contractors, services, and costs; attach bid documentation. _____

PROJECT FINANCING

What would you estimate to be the total cost of your proposed project? \$ _____

PROJECT TIMELINE

Please describe your projected timeline for the completion of this project.

OTHER

The applicant understands that the Estacada Urban Renewal Agency must approve the proposed services. Any work commenced prior to an executed Letter of Commitment will not be eligible for reimbursement, and any work deviating from the approved work must be *pre-approved* by Estacada Urban Renewal Agency to be eligible for reimbursement.

CERTIFICATION BY APPLICANT

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a grant and is true and complete to the best of the applicant's knowledge and belief.

The applicant further acknowledges and agrees to the following:

- All/any funds distributed under this grant application and program must be utilized solely for the program or project identified in this application.
- Applicant will provide an accounting relating to the use of all grant funds received upon request of the Estacada Urban Renewal Agency and shall retain all relevant financial records relating to the project/program for which the grant funds were received for a period of not less than three (3) years from the completion of the program/project.
- Applicant may be personally or individually liable for misuse of grant funds.
- The Estacada Urban Renewal Agency and the City of Estacada will not be responsible or liable in any way for injury or damage to third parties or property resulting from the conduct or actions of the applicant or agents of the applicant relating to the program or project funded under this grant.
- Applicant agrees to indemnify and hold the Estacada Urban Renewal Agency and the City of Estacada harmless for any/all claims arising out of the activities funded under the terms of this grant.

Verification of any of the information contained in this application may be obtained by the Estacada Urban Renewal Agency and the City of Estacada from any available source.

The information provided by the applicant and in any supplements thereto is submitted voluntarily and in confidence to the Estacada Urban Renewal Agency and the City of Estacada. It is understood that non-exempt information contained in this application is subject to disclosure under Oregon Public Records Law, ORS 192.501 (21).

Print name of applicant(s)	Title
Signature	Date
Signature	Date

PLEASE RETURN THIS APPLICATION WITH ALL ATTACHED DOCUMENTS TO:

Matt Lorenzen
Economic Development Manager
Urban Renewal Project Manager
Estacada Urban Renewal Agency
475 SE Main St.
PO Box 958
Estacada, Oregon 97023
(503) 630-8270 x 206 – Phone
lorenzen@cityofestacada.org

PREDEVELOPMENT SERVICES GRANT GUIDELINES

Estacada Urban Renewal Agency

The Estacada Urban Renewal Agency (EURA) offers Façade Improvement Grants to improve the aesthetic appearance of the exterior facades of existing buildings and businesses in the Estacada Urban Renewal Area.

Funding Assistance

Matching grants are available for taxable commercial and mixed-use buildings. Grants will be awarded as identified below with a maximum award of \$25,000 per project. Awards will be made on a first come, first served basis. Grants are paid out on a reimbursement basis once the Grantee has completed the work and documented to the EURA that the contractor(s) completing the work were paid.

Total Grant Request	Private Match Amount	Urban Renewal Grant Amount
\$0-\$10,000	20%	80%
\$10,001 +	20% of first \$10,000 then 50% over \$10,000	80% of first \$10,000 then 50% over \$10,000

Eligibility

1. Location: The proposed project must be within the Estacada Urban Renewal Area.
2. Site Control: Applicants must own the property or lease the property and have documented owner consent.
3. Project not Tax-Exempt: Grant funds cannot be applied to any portion of a property that is tax exempt.
4. Applicant Eligibility: Applicant cannot have any outstanding or unresolved fine, fee, lawsuit or infraction with the City of Estacada; applicant cannot own any properties within the City of Estacada that is delinquent on property taxes.

Eligible Improvements

Funds may be used for exterior façade improvements and building-mounted signs on existing commercial or mixed use buildings in compliance with the Estacada Municipal Code. For the purpose of this program, “façade” includes the exterior of any street facing wall, but does not include interior, roofing, structural improvements, or other site improvements except as specific below. Improvements to alley-facing exterior walls are not eligible. The types of eligible projects include:

1. Repair, restoration, or installation of exterior masonry and siding materials,
2. Repair, replacement, or installation of awnings, windows, trim, doors, gutters, downspouts, stone and brick or other architectural details.
3. Repair or replacement of exterior lighting attached to a building or illuminating a sign.
4. Repair or construction of entryways.
5. Preparation and painting exterior walls and trim.
6. Removal of barriers to access for people with disabilities,
7. Removal, replacement, or repair of exterior wall, freestanding, or projecting signs,
8. Other improvements as approved.

General Conditions

- Approval of grant applications is contingent upon available funds.
- All projects shall conform to the Downtown Design Guidelines of Chapter 16.26.050 of the Development Code and/or other applicable codes in the Estacada Municipal Code.
- Projects may require Design Review approval prior to approval of a grant application.
- Once an application is approved, the applicant will be required to sign a Letter of Commitment with the City.
- Any work completed prior to formal approval and signing of the Letter of Commitment is not eligible for grant reimbursement.

- All construction contractors shall have a valid license in the State of Oregon and a current City of Estacada Business License.
- Only projects utilizing a licensed contractor will be eligible for reimbursement of labor costs. Projects not completed by a licensed contractor are eligible for material costs only.
- Projects are required to be completed within one (1) year from the date of the grant approval.
- Applicants are responsible for obtaining all necessary permits prior to conducting work.
- All projects will clearly display signage for the duration of the work, which acknowledges the EURA's contribution to the improvements.
- Grant requests for \$10,000 or less require submittal of a minimum of two bids; grant requests over \$10,000 must submit a minimum of three bids.
- Grantees must submit at least three color before and after photos.
- Grantees agree to allow the EURA to publicize the completed project on the City web site and other EURA materials.
- Additional conditions may be included with the grant approval.
- EURA decisions are final and may not be appealed.
- The EURA reserves the right to consider exceptions to these policies and guidelines on a case-by-case basis at their discretion.

Application Process

1. **Application:** Applicant submits an application on the form provided by the EURA. Applications may be submitted at any time, though funds are limited. Grants are considered on a first-come, first-served basis. Application may be submitted before or after the Applicant solicits bids for the project.
2. **Consultation:** The Applicant meets with EURA staff to discuss the proposed project, eligibility criteria, budget, and the timeline for the façade improvement and the project as a whole.
3. **Design Review:** For properties in the Downtown Zone, the Applicant will submit a Downtown Design Review application prior to eligibility evaluation.
4. **Eligibility:** EURA staff will make a determination of eligibility. If staff finds the application to be incomplete or ineligible, the application will be returned to the applicant with a written explanation of rejection.
5. **Applicant Retains Bids:** The Applicant solicits proposals from contractors if the Applicant has not done so, or the prior bids need revision. Each bid must clearly define the services, cost and schedule. These proposals will serve as a basis for finalizing the scope, budget, timeline and amending the grant application as appropriate. All contractors performing services under the grant must be professionals with valid credentials appropriate to the work to be undertaken.
6. **EURA Pre-Approval:**
 - a. All projects will be reviewed based on the following criteria
 - i. Positive impact of the project on the aesthetic appearance of the building.
 - ii. Positive impact of the project on the overall streetscape.
 - iii. Preservation of the architectural integrity of the building.
 - iv. Degree to which applicable Downtown Design Guidelines are achieved,
 - b. In the event that total grant request is:
 - i. Less than or equal to \$25,000, EURA staff issues a pre-approval letter specifying maximum grant amount, and may require or exclude certain work as a condition of funding.
 - ii. Greater than \$25,000, the application will be placed on the next EURA agenda for consideration.
 - iii. All applicants will receive confirmation in writing of pre-approval or rejection with conditions of approval and/or reasons for rejection.

- c. The EURA, at its sole discretion, may approve or deny any application for any reason. The decision of EURA is final and may not be appealed.
7. Letter of Commitment: A Letter of Commitment will be issued after all pre-approval applicable conditions are met. The Letter of Commitment outlines the commitment of funds and additional terms and conditions of the matching grant. The letter is a binding contractual commitment between the parties that outlines the scope and quality of work and the amount of funds committed to the project. Any work commenced prior to signing the letter of commitment will not be eligible for reimbursement.
8. Grantee Undertakes Façade Improvement Activities: The Grantee contracts directly with contractors to perform the façade improvement work for the project. The Grantee need not accept a lowest bid, and may have a need for services above and beyond those eligible for reimbursement under this program; however, only costs for those professional services specified in the Letter of Commitment will be reimbursed by the grant. Under no circumstances will grant funds be disbursed for work completed before the date the Letter of Commitment is signed by the EURA and the Grantee.
9. Site Inspection: Once all of the contracted work has been completed, city staff should be contacted to conduct a site inspection.
10. Documentation of Payment: The Grantee will submit copies of receipts showing invoices and proof of payment from all contractors, sub-contractors, or consultants that completed eligible work. All documentation shall be submitted at one time.
11. Disbursement of Grant Funds: Grant funds will be released within 30 days of receiving documentation that payment has been issued, construction is complete and City inspection has been conducted. Detailed written invoice(s) or itemized receipts and proof of payment (i.e. cancelled checks) shall be provided with all reimbursement requests).

Program Compliance with EURA Goals

This program generally complies with the enumerated goals in the Estacada Urban Renewal Plan (EURP). Specifically this program meets the following goals:

- PROMOTE MIX OF RETAIL AND OFFICE DEVELOPMENT ORIENTED TO PEDESTRIANS
 - Facilitate the redevelopment and rehabilitation of existing, underutilized commercial buildings to expand the range of retail shopping and commercial services in downtown Estacada
 - Promote high quality development, including office space above ground floor retail space to attract a broad range of businesses, increase employment density, and create a robust retail shopping environment in downtown
- INCREASE EMPLOYMENT AND BUSINESS ACTIVITY WITHIN THE AREA
 - Create a more attractive development environment for professional and general office space
- PROVIDE OPPORTUNITIES FOR SMALL BUSINESS AND BUSINESS INCUBATORS TO LOCATE TO THE AREA BY FACILITATING THE REHABILITATION AND/OR REDEVELOPMENT OF EXISTING COMMERCIAL SPACE THAT IS CURRENTLY UNDERUTILIZED OR VACANT
 - Ensure that public facilities, utilities and services support increased business activity and employment