



**PROJECT DESCRIPTION**

Please give a brief description of the development project you are proposing. Explain your goals for this project, and how the new development will be used (attach additional sheets as necessary). Please briefly explain how this project contributes to one or more of the Urban Renewal Goals outlined in the attached program Guidelines (page 7).

---

---

---

---

---

---

---

---

**DEVELOPMENT EXPERIENCE**

Do you have professional consultants currently working on this project?

Yes  No If yes, who? \_\_\_\_\_

Which, if any, predevelopment activities have you already undertaken for this project?

---

---

---

---

Please briefly describe your experience with comparable projects.

---

---

---

---

**PROJECT FINANCING**

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

How much do you anticipate spending on predevelopment services? \$\_\_\_\_\_

What assets or financial resources can you draw upon to develop the property? (please be specific)

---

---

Current equity, if property owner: \_\_\_\_\_

**PROJECT TIMELINE**

Please describe your projected timeline for the completion of this project, and for major milestones along the way.

---

---

---

---

**ASSISTANCE REQUESTED**

Predevelopment Services grants partially reimburse property owners for professional consulting services that move a project from conception to construction, but stop short of building construction. Please briefly describe the services you anticipate requiring for 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.

(Please sign certification on reverse side)

## 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. By signing this application, the applicant authorizes the Estacada Urban Renewal Agency or the City of Estacada to perform any necessary credit and background checks.

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](mailto:lorenzen@cityofestacada.org)

## PREDEVELOPMENT SERVICES GRANT GUIDELINES

### *Estacada Urban Renewal Agency*

---

The Estacada Urban Renewal Agency (EURA) offers Predevelopment Services Grants to encourage development, redevelopment or renovation of underutilized and vacant properties within the Estacada Urban Renewal Area. Grants are for services that assess the feasibility of development or prepare a proposed development for construction.

#### **Funding Assistance**

Predevelopment Services Grants are available for taxable commercial, mixed-use, or multifamily projects.

Grants are paid out on a reimbursement basis to fund up to 95% of total eligible predevelopment costs up to the maximum award amount, once the Grantee has completed the work and documented to the EURA that the contractor or consultants completing the work were paid.

#### **Eligibility**

1. Location: The proposed project must be within the Estacada Urban Renewal Area.
2. Site Control: Applicants must own the proposed site, or be able to show another form of site control, such as a purchase option. An Applicant holding a long-term lease (at least three years) may apply with proof of the property owner's consent to the proposed improvements.
3. Project not Tax-Exempt: Grant funds cannot be applied to any portion of a development project that will be tax-exempt.
4. Responsive to Existing Plans: Grantees may be required to consider community strategies and visions in their development plans. Development plans must be compatible with the City's Comprehensive Plan and Zoning Code standards.
5. Readiness: Projects receiving a grant or loan must have a reasonable chance of being completed within three years from the time of award. Grantees should have a basic concept and goals formulated for their proposed development project when applying for assistance, though these may change in response to predevelopment analysis.
6. Applicant Eligibility: Applicant cannot have any outstanding or unresolved fine, fee, lawsuit or infraction with the City of Estacada.
7. URA Plan Goals: Proposed projects must further one or more of the URA plan goals (listed on p.7).

#### Eligible Expenses:

- Preliminary architectural and other design services
- Site analysis
- Financial analysis
- Environmental assessments and testing
- Environmental remediation
- Appraisal
- Site preparation, including excavation, grading, and demolition
- Final construction plans and specifications
- Other expenses as approved by the EURA

#### Ineligible Expenses:

- Site acquisition
- Purchase option
- Administrative costs for the Grantee
- Services performed by the Grantee

- Construction
- Fees, permits and other charges associated with construction

## 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.
2. Eligibility: The Applicant meets with EURA staff to discuss the proposed project, eligibility, budget, and the timeline for the predevelopment phase and the project as a whole. 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.
3. Establishing a Scope of Services: Upon acceptance of an application staff will work with the Applicant to define the scope of services for potential reimbursement by the grant, and a budget.
4. Applicant Submits Proposals: The applicant interviews and solicits proposals from at least three professional consultants. Each proposal must clearly define the services, cost and schedule. These proposals will serve as a basis for finalizing the scope, budget and timeline for the grant application. All consultants performing services under the grant must be professionals with valid credentials appropriate to the work to be undertaken.
5. EURA Pre-Approval:
  - a. 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.
  - b. 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.
6. 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.
7. Grantee Undertakes Predevelopment Activities: The Grantee contracts directly with professional consultants (such as architects, appraisers, and real estate analysts) to perform the predevelopment 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 Predevelopment Services funds be disbursed for work completed before the date the Letter of Commitment is signed by the EURA and the Grantee.
8. Documentation of Payment: Once all of the contracted work has been completed, 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.
9. Disbursement of Grant Funds: Grant funds will be released within 30 days of receiving documentation of payment and proof that all necessary regulatory approvals, including City of Estacada building permits, have been issued.

## **General Conditions**

- Grantees who receive grant funding must submit a copy of all final work products to which grant funds were applied. These products will be public record.
- All projects that include site work will clearly display signage promoting the EURA's assistance for the improvements.
- Grantees agree to allow the EURA to publicize the completed project on the City web site and other EURA materials.
- The EURA reserves the right to consider exceptions to these policies and guidelines on a case-by-case basis at their discretion.

## **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