



AGENDA
URBAN RENEWAL AGENCY &
UR CITIZEN ADVISORY COMMITTEE

May 8, 2017, 6:00PM

Regular Meeting

CITY COUNCIL CHAMBERS, CITY HALL
29592 ELLENSBURG AVE
GOLD BEACH OR 97444

Call to order: **Time:** _____

- 1. The pledge of allegiance**
- 2. Roll Call:**

	Present	Absent
Mayor Karl Popoff		
URA		
Council Position #1 Melinda McVey		
Council Position #2 Larry Brennan		
Council Position #3 Becky Campbell		
Council Position #4 Doug Brand		
Council Position #5 Tamie Kaufman		
CITIZEN ADVISORY COMMITTEE		
Position #1 VACANT		
Position #2 VACANT		
Position #3 Beth Barker-Hidalgo		
Position #4 VACANT <i>(this position may live outside but in UGB)</i>		
CITY STAFF		
City Administrator Jodi Fritts		

- 3. Additions to the Agenda, if any**
- 4. Discussion of budget for Community Facilities: Ellensburg Theatre Company**
- 5. Review of forms from other agencies**
- 6. Adjourn Time:** _____

The City of Gold Beach is dedicated to enhancing quality of life, while promoting health, safety, and welfare of our citizens, businesses, and visitors in the most fiscally responsible manner. In doing this, the City will respect the past, respond to current concerns, and plan for the future, while maintaining environmental sensitivity in our beach oriented community

CITY OF GOLD BEACH
Urban Renewal Agency
Budget Committee Approved BUDGET
Fiscal Year 2017-2018

*Budget Committee
Budget Hearing, April 24, 2017*

BUDGET COMMITTEE

CITY COUNCIL

Melinda McVey
Larry Brennan
Becky Campbell
Doug Brand
Tamie Kaufman

CITIZEN MEMBERS

Sandra Vieira
Bob Derby
Dave Sanders
Candace Perryman
Vacant

Mayor Karl Popoff



29592 Ellensburg Avenue
Gold Beach, Oregon 97444
541.247.7029

www.goldbeachoregon.gov

MAY 2, 2017 FINAL Budget Hearing

	URBAN RENEWAL AGENCY SUMMARY
Beginning Fund Balance	29,600
Revenues	51,000
Trans In Other Funds	0
Total Resources	80,600
Personnel	0
Materials & Services	64,000
Capital Outlay	0
Debt Services	0
Special Payments	0
Transfers Out Other Funds	5,000
Total Expenditures	69,000
Contingency & Reserves (GOAL 5% of REQ)	2,000
Ending Fund Balance (GOAL 15% of REQ)	9,600
Total Expenditures & Contingencies	80,600
<i>% GOAL EFB</i>	<i>15%</i>
<i>% GOAL Contingency</i>	<i>3%</i>

Account Number	Account Title	2013-14 Prior year 3 Actual	2014-15 Prior year 2 Actual	2015-16 Prior year Actual	2016-17 Current year Budget	2017-18 Future year Proposed Budget	2017-18 Future year BC APPROVED
GOLD BEACH URA							
URD TAX REVENUE							
26-37-100	CURRENT YR TAXES	.00	.00	.00	29,000.00	50,000.00	50,000.00
26-37-110	PRIOR YR TAXES	.00	.00	.00	.00	1,000.00	1,000.00
Total URD TAX REVENUE:		.00	.00	.00	29,000.00	51,000.00	51,000.00
EXPENDITURE AND REQUIREMENTS							
MATERIALS AND SERVICES							
26-40-210	STREETSCAPE IMP	.00	.00	.00	.00	29,000.00	25,000.00
26-40-250	PUBLIC PARKING	.00	.00	.00	.00	.00	10,000.00
26-40-260	COMM FACILITIES	.00	.00	.00	.00	15,000.00	29,000.00
Total MATERIALS AND SERVICES:		.00	.00	.00	.00	44,000.00	64,000.00
EXPENDITURES & REQUIREMENTS							
26-40-310	URA MAT & SERVICES	.00	.00	.00	17,582.00	.00	.00
26-40-315	EXPENDITURE RESERVE	.00	.00	.00	632.00	.00	.00
Total EXPENDITURES & REQUIREMENTS:		.00	.00	.00	18,214.00	.00	.00
CONTINGENCY							
26-40-415	CONTINGENCY	.00	.00	.00	2,000.00	2,000.00	2,000.00
Total CONTINGENCY:		.00	.00	.00	2,000.00	2,000.00	2,000.00
TRANSFERS OUT							
26-40-710	TRANS OUT TO GEN FU	.00	.00	.00	8,790.00	5,000.00	5,000.00
Total TRANSFERS OUT:		.00	.00	.00	8,790.00	5,000.00	5,000.00
Total EXPENDITURE AND REQUIREMENTS:		.00	.00	.00	29,004.00	51,000.00	71,000.00
GOLD BEACH URA Revenue Total:		.00	.00	.00	29,000.00	51,000.00	51,000.00
GOLD BEACH URA Expenditure Total:		.00	.00	.00	29,004.00	51,000.00	71,000.00
Net Total GOLD BEACH URA:		.00	.00	.00	4.00-	.00	20,000.00-
Net Grand Totals:		.00	.00	.00	4.00-	.00	20,000.00-

IV. THE RELATIONSHIP BETWEEN URBAN RENEWAL PROJECTS AND THE EXISTING CONDITIONS IN THE URBAN RENEWAL AREA

The projects identified for the Area are shown in Table 10, below. The descriptions of the projects and how they relate to the existing conditions in the Area are as follows:

Streetscape Improvements: Streetscape improvements to sidewalks, including but not limited to benches, trash receptacles, plantings, lighting, and other improvements to enhance the transportation system

Existing Conditions: There is not a cohesive set of streetscape improvements throughout the Area. Streetscape improvements are a way of establishing district identity and a sense of place within a business district.

Property Assistance/Redevelopment Opportunity Program: Create grant or loan programs for the rehabilitation of buildings. Projects could include façade improvements, remodels, fire/safety compliance, American Disability Act (ADA) accessibility, etc.

Existing Conditions: No funding presently exists for property assistance/development opportunity programs, although there are a great number of businesses that could benefit from planning and development assistance.

Signage: Facilitate a unified signage plan for the city and businesses. Way finding signs will assist visitors in locating attractions; gateway signage will welcome visitors to Gold Beach. This project could include a Pole Sign Program to assist business owners with removal and replacement for more pedestrian friendly (and visually appealing) signage.

Existing Conditions: No funding presently exists for a signage program. Unified signage can help establish district identity and create a sense of place in a community. Good signage will help to increase visits to local businesses and help grow the economy.

Port/Airport Way Bike-Pedestrian Improvements: The Port is the gateway into Gold Beach. There is a road system from Highway 101 that passes through the Port, past the jetty and parallels the airport (Port Drive, South Jetty Road, Oceanside Drive). This system gets utilized heavily by locals, but is in poor condition. This route could provide good beach access and be made into a scenic byway for tourists and residents. Signage and sidewalk/trail improvements would help accomplish this goal.

Existing Conditions: The existing sidewalks are not unified and in some places are in poor repair. There is no existing bicycle pathway.

Attractive Public Parking: Develop attractive public parking and signage to encourage visitors to park and walk to different areas.

Existing Conditions: There is on-street parking throughout the area, but as businesses grow, additional parking will be needed.

Community/Tourist Attraction Facilities:

Improvements to the Event Center on the Beach (Fairgrounds): Assistance for capital improvements as this is the primary meeting center and it supports the economic health of the town.

Existing Conditions: The Event Center (Fairgrounds) is the main meeting place for Gold Beach. Improvements are needed to keep it a viable option for a meeting facility.

Family Entertainment/Recreation Project: Assist in the development of a family entertainment/recreation project potentially including a cinema and one or two other activities (bowling alley, recreation center, etc.) that would provide entertainment opportunities for locals and tourists alike. This project is a private/public partnership opportunity.

Existing Conditions: These entertainment options do not exist in Gold Beach. There is a definite need for increased recreational activities.

Community Center: Provide a space for meetings and activities in partnership with the public library.

Existing Conditions: There is no community meeting facility in Gold Beach. There is a definite need for increased recreational activities that could occur in a community meeting center.

Performing Arts Facility: Upgrade this existing facility to make it an asset to the community and an attraction for visitors.

Existing Conditions: The city of Gold Beach presently has a community theater located in a building that could use upgrading. The non-profit group has made steady progress, but could use assistance in their fundraising for building improvements.

Pocket Parks: Create pocket parks to provide gathering spaces for residents and visitors.

Existing Conditions: There are no pocket parks in the urban renewal area and no funding to develop them.

Property Acquisition: Acquisition from willing seller for private development. Focus funds on projects that will provide a major attractor for the town.

Existing Conditions: There are properties within the Area that are presently privately or publicly owned that the Agency may wish to acquire in the future. (Any acquisition must be done through a Plan amendment that specifies those properties to be acquired.)

Small Business/Restaurant Program: Small grants or loans to new businesses to help them get started, or a space lease program during the first year to help new businesses get on their feet.

Existing Conditions: No funding presently exists for a small business/restaurant program, although there is a need to develop additional business opportunities in Gold Beach.

Sidewalk Program: Grants or loans to assist property owners. Better walkability to help visitors enjoy the town more.

Existing Conditions: No funding presently exists to assist in sidewalk improvements. There are existing sidewalks that are in disrepair or that could be made more attractive to help create a sense of place in the Gold Beach commercial district.

URA Administrative Costs:

Administrative Costs are incurred to prepare and implement the Urban Renewal Plan.

Existing Conditions: The funding for preparation has come from the general fund. This allows for reimbursement and funding future administrative costs, if desired.

V. THE ESTIMATED TOTAL COST OF EACH PROJECT AND THE SOURCES OF MONEYS TO PAY SUCH COSTS

The present value of the costs of the projects are shown in Table 10 below. The sources of funds are tax increment revenues.

Table 10 - Estimated Cost of Projects

Project	Present Value Tax Increment
Streetscape Improvements	\$335,000
Property Assistance	\$170,000
Signage	\$50,000
Port/Airport Way Bike-Pedestrian Improvements	\$265,000
Public Parking	\$665,000
Community/Tourist Attraction Facilities	\$2,874,000
Property Acquisition	\$200,000
Small Business/Restaurant	\$100,000
Sidewalk Program	\$255,000
Administration	\$84,791
Total Projects	\$4,998,791

Source: ECONorthwest and Elaine Howard Consulting, LLC

Table 11 - Projects and Costs in Year of Expenditure Dollars

	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Resources								
Beginning Balance	\$ -	\$ 29,508	\$ 27,510	\$ 14,367	\$ 12,452	\$ 23,889	\$ 13,147	\$ 16,347
Pay-as-you-go	\$ 29,508	\$ 53,402	\$ 78,656	\$ 104,986	\$ 132,437	\$ 161,058	\$ -	\$ 38,960
Bond/Loan Proceeds	\$ -						\$ 1,750,000	
Interest Earnings								
Total Resources	\$ 29,508	\$ 82,910	\$ 106,167	\$ 119,352	\$ 144,889	\$ 184,947	\$ 1,763,147	\$ 55,307
Expenditures (nominal \$)								
Streetscape Improvements		\$ 55,400	\$ 57,400	\$ 77,200	\$ 43,000			
Property Assistance			\$ 17,200	\$ 17,800	\$ 18,400	\$ 19,100		\$ 13,600
Signage			\$ 17,200	\$ 11,900	\$ 18,400	\$ 12,700		
Port/Airport Way Bike-Ped Improvements						\$ 140,000	\$ 46,100	\$ 27,300
Public Parking							\$ 480,600	
Community/Tourist Attraction Facilities							\$ 1,185,100	
Property Acquisition								
Small Business/Restaurant								
Sidewalk Program								
Administrative/Reimbursement					\$ 41,200			
Financing Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -
Total Expenditures	\$ -	\$ 55,400	\$ 91,800	\$ 106,900	\$ 121,000	\$ 171,800	\$ 1,746,800	\$ 40,900
Ending Fund Balance	\$ 29,508	\$ 27,510	\$ 14,367	\$ 12,452	\$ 23,889	\$ 13,147	\$ 16,347	\$ 14,407

Source: ECONorthwest

Table 11 - Projects and Costs in Year of Expenditure Dollars, continued

	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Resources								
Beginning Balance	\$ 14,407	\$ 24,131	\$ 16,361	\$ 19,208	\$ 17,055	\$ 18,455	28,063	28,591
Pay-as-you-go	\$ 73,224	\$ 109,030	\$ 146,447	\$ 185,547	\$ -	\$ 59,908	104,528	151,157
Bond/Loan Proceeds					\$ 2,000,000			
Interest Earnings								
Total Resources	\$ 87,631	\$ 133,161	\$ 162,808	\$ 204,755	\$ 2,017,055	\$ 78,363	132,591	179,748
Expenditures (nominal \$)								
Streetscape Improvements								
Property Assistance	\$ 21,200	\$ 14,600	\$ 22,700					
Signage								
Port/Airport Way Bike-Ped Improvements	\$ 42,300	\$ 102,200						
Public Parking					\$ 339,900	\$ 50,300	104,000	
Community/Tourist Attraction Facilities					\$ 1,618,700			
Property Acquisition			\$ 120,900	\$ 187,700				
Small Business/Restaurant								35,900
Sidewalk Program								116,700
Administrative/Reimbursement								
Financing Fees	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	0	0
Total Expenditures	\$ 63,500	\$ 116,800	\$ 143,600	\$ 187,700	\$ 1,998,600	\$ 50,300	104,000	152,600
Ending Fund Balance	\$ 24,131	\$ 16,361	\$ 19,208	\$ 17,055	\$ 18,455	\$ 28,063	28,591	27,148

Source: ECONorthwest

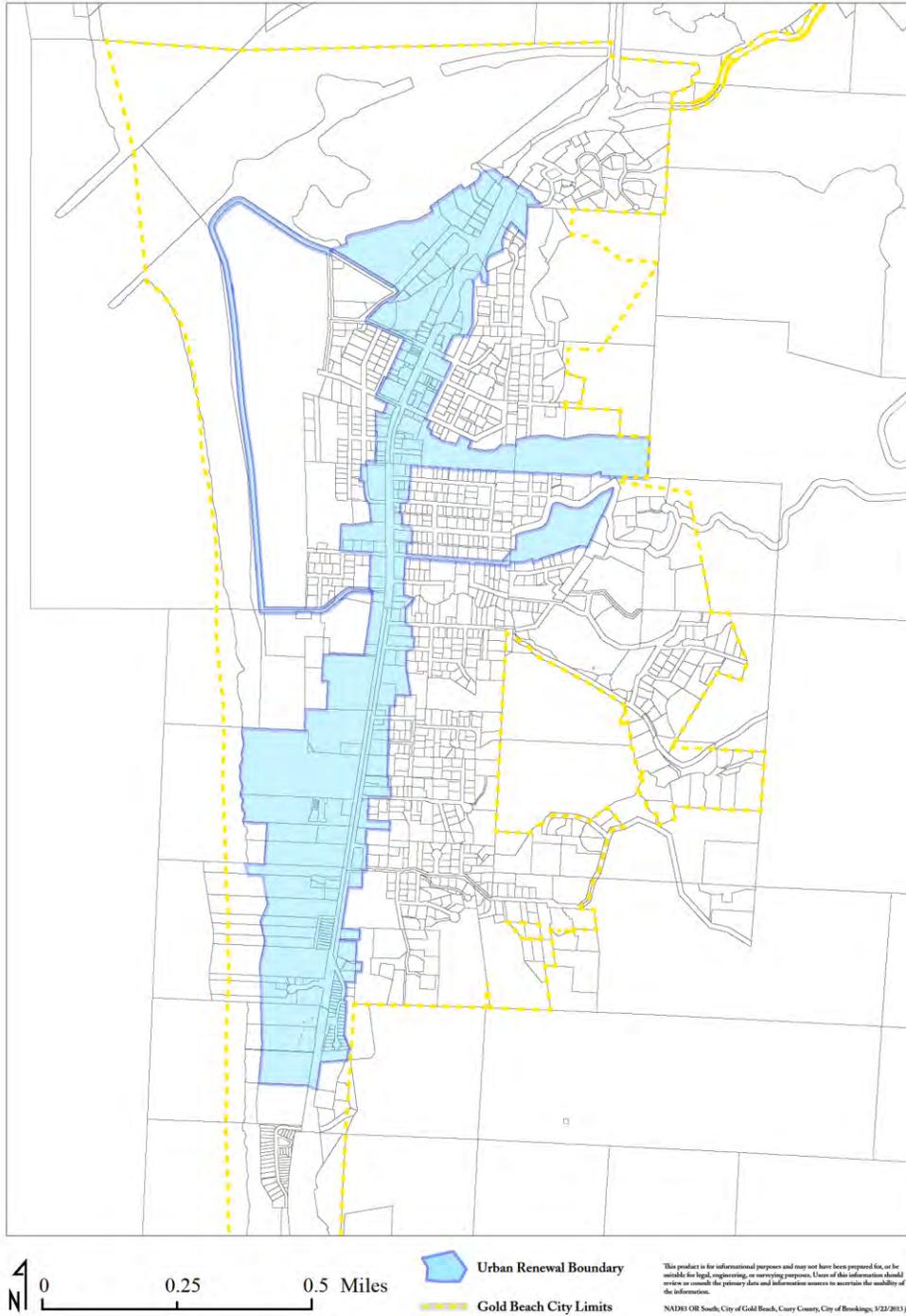
Table 11 - Projects and Costs in Year of Expenditure Dollars, continued

	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39
Resources									
Beginning Balance	27,148	22,631	23,533	19,146	18,364	20,390	13,438	16,128	42,996
Pay-as-you-go	199,883	250,802	304,013	359,618	417,726	478,448	459,290	475,868	115,504
Bond/Loan Proceeds									
Interest Earnings									
Total Resources	227,031	273,433	327,546	378,764	436,090	498,838	472,728	491,996	158,500
Expenditures (nominal \$)									
Streetscape Improvements		153,800			74,600		45,700		
Property Assistance					32,000	33,100	34,200	35,400	
Signage									
Port/Airport Way Bike-Ped Improvements									
Public Parking									
Community/Tourist Attraction Facilities			308,400	308,900	213,200	364,000	376,700	413,600	156,500
Property Acquisition									
Small Business/Restaurant	37,200			51,500	42,600	33,100			
Sidewalk Program	167,200	96,100			53,300	55,200			
Administrative/Reimbursement									
Financing Fees	0	0	0	0	0	0	0	0	0
Total Expenditures	204,400	249,900	308,400	360,400	415,700	485,400	456,600	449,000	156,500
Ending Fund Balance	22,631	23,533	19,146	18,364	20,390	13,438	16,128	42,996	2,000

Source: ECONorthwest

Figure 1 – Gold Beach Urban Renewal Area Boundary

Urban Renewal Boundary - Gold Beach, Oregon



II. GOALS AND OBJECTIVES

The goals of the Plan represent its basic intents and purposes. Accompanying each goal are objectives, which generally describe how the Agency intends to achieve the goals. The urban renewal projects identified in Chapter IV of the Plan are the specific means of meeting the objectives. The goals were developed with input from the Gold Beach City Council, the Gold Beach Urban Renewal Advisory Committee, taxing district input and citizen input from a community meeting.

1. Public Involvement

Ensure that community values and priorities are properly represented through a process of continual community engagement and feedback.

Objectives

- a. Form an urban renewal advisory committee for the Area.

2. Economy

Promote the role of the Area as an energetic community of local businesses that is supported both by the residents of Gold Beach and visitors.

Objectives

- a. Encourage more neighborhood-serving businesses to locate within the Area, thereby adding to the critical mass of the area.
- b. Support local businesses by providing assistance for storefront improvements.
- c. Form public-private partnerships and use public investment to generate private investment.
- d. Develop programs and incentives to encourage development within the Area.

3. Create a Unique Identity with a Sense of Place and Community

Create a unique identity that strengthens sense of place, promotes economic development through resident and tourist visits, encourages return patronage, and leverages private investment.

Objectives

- a. Establish a unique identity that enhances the Area's character, providing a sense of community for existing businesses and residents and giving visitors a reason to stop in the Area and return to the Area.
- b. Improve sidewalks, streetscape, walkways and bike pathways.

- c. Provide business and way finding signage.
- d. Provide attractive parking to support the business district.
- e. Create gathering places that will provide focal points in the Area.
- f. Establish gateway features to notify tourists that they are entering a vibrant community.

4. Tourism and Entertainment

Provide opportunities for residents and visitors to enjoy Gold Beach, supporting our businesses and providing economic activity.

Objectives:

- a. Assist in the development and redevelopment of facilities that serve residents and tourists including, but not limited, to the fairgrounds, a community gathering space potentially located by the public library, the performing arts center, an entertainment center that could include a theater, and the creation of pocket parks.

III. OUTLINE OF MAJOR URBAN RENEWAL PROJECT ACTIVITIES

The projects within the Area are economic development assistance projects, transportation improvements and improvements to promote livability and attract tourists. An outline of major urban renewal project activities is as follows:

1. Economic Development Assistance

- Storefront loans or grants
- Developer participation
- Small business/restaurant program

2. Transportation Improvements

- Streetscape improvements: sidewalks, streetscape including but not limited to benches, trash receptacles, plantings, lighting, and other improvements to enhance the transportation system
- Business signage and way finding/gateway features
- Port/Airport way Bike-Pedestrian Improvements
- Public parking

3. Tourism and Entertainment

- Event center at fairground improvements
- Family entertainment /recreation project
- Performing arts facility
- Gathering spaces/pocket parks

4. Administration

IV. URBAN RENEWAL PROJECTS

Urban renewal projects authorized by the Plan are described below. As shown in the Report, urban renewal funds will be combined with existing and other future sources of funding to finance project costs. Projects authorized by the Plan are:

Streetscape Improvements: Streetscape improvements to sidewalks, including but not limited to benches, trash receptacles, plantings, lighting, and other improvements to enhance the transportation system.

Property Assistance/Redevelopment Opportunity Program: Create grant or loan programs for the rehabilitation of buildings. Projects could include façade improvements, remodel, fire/safety compliance, American Disability Act (ADA) accessibility, etc.

Signage: Facilitate unified signage plan for the city and businesses. Way finding signs will assist visitors in locating attractions; gateway signage will welcome visitors to Gold Beach. This project could include a Pole Sign Program to assist business owners with removal and replacement for more pedestrian friendly (and visually appealing) signage.

Port/Airport Way Bike-Pedestrian Improvements: The Port is the gateway into Gold Beach. There is a road system from Highway 101 that passes through the Port, past the jetty and parallels the airport (Port Drive, South Jetty Road, Oceanside Drive). This system gets utilized heavily by locals, but is in poor condition. This route could provide good beach access and be made into a scenic byway for tourists and residents. Signage and sidewalk/trail improvements would help accomplish this goal.

Attractive Public Parking: Develop attractive public parking and signage to encourage visitors to park and walk to different areas.

Community/Tourist Attraction Facilities:

Improvements to the Event Center on the beach (Fairgrounds): Assistance for capital improvements as this is the primary meeting center and it supports the economic health of the town. This project serves and benefits the urban renewal area by providing a venue for activities including the fair, conventions and trade shows that will bring residents and visitors alike to Gold Beach to frequent the other businesses add to the overall economic health of the urban renewal area.

Community Center: Provide a space for meetings and activities in partnership with the public library. This project serves and benefits the urban renewal area by providing a venue for the citizens of Gold Beach to have meeting spaces for community meetings. By bringing citizens to the city center, they will also likely frequent the other businesses add to the overall economic health of the urban renewal area.

Family Entertainment/Recreation Project: Assist in the development of a family entertainment/recreation project, potentially including a cinema and one or two other activities (bowling alley, recreation center, etc.) that would provide entertainment opportunities for locals and tourists alike. This project is a private/public partnership opportunity.

Performing Arts Facility: Upgrade this existing facility to make it an asset to the community and an attraction for visitors. This project serves and benefits the urban renewal area by providing a venue for cultural activities that will bring residents and visitors alike to Gold Beach to frequent the other businesses add to the overall economic health of the urban renewal area.

Pocket Parks: Create pocket parks to provide gathering spaces for residents and visitors.

Property Acquisition: Acquisition from willing seller for private development or for public projects as allowed by statute.

Small Business/Restaurant Program: Small grants or loans to new businesses to help them get started, or a space lease program during the first year to help new businesses get on their feet.

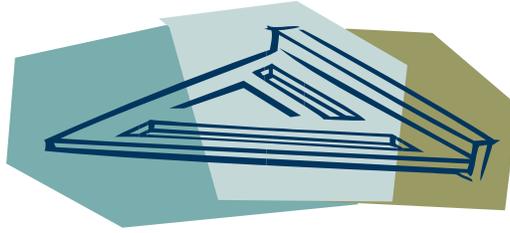
Sidewalk Program: Grants or loans to assist property owners. Better walkability to help visitors enjoy the town more.

Administration: Administrative costs may be covered by urban renewal funds as well as those that are incurred to prepare and implement the Urban Renewal Plan. Administrative costs are not proposed at this time.



OTHER URA SAMPLE DOCS & FORMS

LINCOLN CITY URBAN RENEWAL BUSINESS EXPANSION LOAN PROGRAM



The goal of this program is to provide existing businesses and non-profit organizations with funding for business expansion within the Urban Renewal District including building renovation, additions to existing buildings, equipment purchase, business diversification and relocation assistance.

PROGRAM DETAILS

- Loan Program for businesses expanding and/or locating within the Urban Renewal District
- Loan funds are subject to availability of annual funding
- Some loans may require a business owner private contribution up to 15% of project cost
- No Prepayment Penalty
- Monthly Loan Servicing Fee \$12
- Provides funds only for future work (not completed work)
- Loan Amount requested determines some program requirements
- Loan processing and closing costs paid by borrower unless indicated per loan amount/tier.
- Job Creation/Retention Requirement: For loans of \$50,000 or more, applicants must show evidence that this Business Expansion Loan will create a high probability of adding or retaining staff.
- All Tier Loan Types have the above noted conditions unless indicated.

Please see the following varied requirements and fees for each range of requested loan amount:

\$1,000 - \$2,500 Loan Amount (Tier 1 Loan)	
Interest Rate	0%
Payback Term	4 Years
Private Contribution of Total Project Cost	Waived
Monthly Servicing Fee	\$12
Deposit toward Loan Processing Fees (ex. Credit Report, etc.)	Waived
Collateral Type	Personal Guarantee

\$2,501 - \$25,000 Loan Amount (Tier 2 Loan)	
Interest Rate	1.5% (Fixed)
Payback Term	6 Years
Private Contribution of Total Project Cost	10%
Monthly Servicing Fee	\$12
Deposit toward Loan Processing Fees (ex. Credit Report, Title Report, etc.)	\$300 (Non-Refundable)
Collateral Type	Business Assets & Personal Property

\$25,001 - \$75,000 Loan Amount (Tier 3 Loan)	
Interest Rate	2% (Fixed)
Payback Term	10 Years
Private Contribution of Total Project Cost	15%
Monthly Servicing Fee	\$12
Deposit toward Loan Processing Fees (ex. Credit Report, Title Report, etc.)	\$500 (Non-Refundable)
Collateral Type	Business Assets & Personal Property
Job Creation/Retention Requirement	For <u>loans of \$50,000 or more</u> - applicant <u>must</u> show evidence that this Business Expansion Loan will create a high probability of adding or retaining staff.

5-STEP APPLICATION PROCESS

1. Submit completed pre-application form to Urban Renewal Agency (URA) Office. Forms are available online (www.LincolnCity.org) and in the Urban Renewal Agency Office, City Hall, 801 SW Highway 101, Room 350. Agency staff will initially determine when a pre-application is substantially complete and meets the program objectives.

Completed applications will include in part:

- pre-application form
 - requested loan amount
 - evidence of property and/or business ownership
 - property equity information
 - preliminary design drawings
 - itemized cost estimates from suppliers or licensed contractor, as applicable
 - description of business expansion plan
 - intended staffing objectives
 - estimated project completion time
2. Pre-application is forwarded to the Outside Loan Officer who will request preliminary title reports, credit reports, and appraisals or will perform alternative procedures to determine credit worthiness of the applicant for the proposed project.
The applicant must demonstrate the ability to repay the loan in a timely manner and may be asked to provide the following information to the Outside Loan Officer:
 - Business Plan or detailed description of your business
 - Breakdown of use of funds for the project
 - Personal financial statements
 - Resumes of business owner
 - Business income statement and balance sheet for past 3 years
 - Projected Income Statements
 3. Outside Loan Officer provides summarized financial information about the applicant's ability to repay the loan to Agency staff to include in the application packet for the URA Loan Committee review.
 4. Application packet is presented to the URA Loan Committee to determine whether the project meets the mission and purpose of the Business Expansion Loan Program and for tentative approval to proceed. The URA Loan Committee, at its discretion, may consider other conditions or building appurtenances. In certain circumstances the Agency may authorize a higher loan amount.
 5. If the URA Loan Committee recommends loan approval, the request is issued an anonymous loan number and sent to the Urban Renewal Agency for final approval. The Agency shall have the sole authority to approve an application. Agency meetings are held as needed monthly on the second and/or forth Monday (usually 5:00 pm)

CONDITIONS AND CONSIDERATIONS

1. The Urban Renewal Agency shall have the sole authority to approve an application.
2. The borrower must demonstrate the ability to repay the loan in a timely manner.
3. Processing and closing fees are paid by the borrower and not included in the loan amount, unless otherwise noted.
4. The bank loan is to be a construction-type loan. Funds are disbursed as work is completed and verified.
5. Equipment purchase or construction must be begin within six months and completed within twelve months of Urban Renewal Agency approval.
6. Repayment begins after first draw request, with payments based on entire loan amount.
7. Loan cancellation and repayment occur if borrower fails to comply with the conditions of the loan. Penalties may apply.
8. Applicants must be current with all applicable taxes, licenses and fees.
9. For improvements to real property, if the applicant is not the owner of the property to be renovated, written and notarized authorization from the property owner must be submitted with the application.
10. For improvements to real property, where not currently available, the plan must meet American with Disabilities Act compliance for accessibility from at least one entrance at street level.
11. Note is due upon refinancing or sale of the business or property as applicable.
12. Before any funds are distributed, loan applicant must obtain all necessary approvals including those from Lincoln City Planning and Building Departments.

ELIGIBILITY

- Projects must create business expansion activities within the Urban Renewal District.
- Eligible activities: including, but not limited to, business expansion including building renovation, additions to existing buildings, equipment purchase, essential furnishings, business diversification, relocation assistance and improvements which enhance the pedestrian environment.
- Ineligible activities: including, but not limited to, working capital, refinancing of existing debt, security systems, personal property, inventory, billboards, and credit card debt.

COLLECTION POLICY

Delinquencies, collection procedures, and foreclosures will be in accordance with procedures of all participating financial partners.

For more information, please contact the
Lincoln City Urban Renewal Agency Office at 541-996-1095



2014 URBAN RENEWAL GRANT APPLICATION INSTRUCTIONS

February 17, 2015 – March 31, 2015

The La Grande Urban Renewal Agency (URA) will accept applications for project funding assistance **ONLY** between February 17, 2015 and March 31, 2015. Applications may be emailed, mailed or hand-delivered, but must be received by 5 p.m. on March 31, 2015. Late applications will not be considered. Applicants who submit applications deemed incomplete will be notified as quickly as possible, but will still be held to the March 31 deadline; therefore, timely submittals are encouraged. Available funding will be limited to the amount approved by the La Grande Urban Renewal Agency following the URA budget hearing process in May 2015. This is expected to be a competitive round of funding. No applicant is guaranteed to receive any or all of the funds requested.

General project funding criteria:

- Projects must be physically located within the URA District boundaries. District maps are available on the City's website: www.cityoflagrande.org.
- Projects must be started after July 1, 2015, and completed prior to June 30, 2016. *Projects are allowed to start prior to July 1 ONLY if appropriate previous arrangements have been made with the District Manager. Likewise, project completion extensions may be granted on a case-by-case basis by the District Manager.*
- Maximum funding available for any one project is 50% of total project cost, up to \$75,000. Funding is on a reimbursement basis only and will require an agreement between the applicant and the URA prior to project start. Funding is expected to be available after July 1, 2015.
- If projects are for downtown historic building facades only and/or the total project value is under \$15,000 please DO NOT submit through this process; there is a separate program for building façade grants. This information can be found on the City's website, or by calling 541-962-1307.
- Only the official URA "Project Intake Form" will be accepted. In addition to the application form, the following items are suggested to improve application competitiveness:
 - Project site plans, renderings, photos, etc. that visually describe the project.
 - Written narrative that provides a detailed description of the project.
 - Statements that speak to the competitiveness of the project relevant to the program policy's preferences:
 - Preference will be given to projects that have the end result of viable for-profit business occupancies upon project completion.

-continued-

- Preference will be given to projects that help achieve the mission of the La Grande Urban Renewal Plan to revitalize La Grande’s Central Business Zone by either investing in public improvements and public/private development partnerships in the Central Business Zone (CBZ) or facilitating the development of commercial and industrial parts of the Urban Renewal District to create jobs and income that will provide economic support to the CBZ.
- Preference will be given to projects that can demonstrate the mitigation, reduction, or removal of blight.
- Preference will be given to projects with higher ratios of private investment to public funding and expected return of property tax revenues.
- Preference will be given to projects that fully utilize or maximize the square footage of the building, as opposed to only the ground floor or only upper floors.
- If in the downtown, project must include a ground-floor “storefront” to encourage retail commercial use or other uses that will drive additional foot traffic downtown.

All applicants should be prepared to present their project funding request to a joint public meeting of the Urban Renewal Advisory Commission and the La Grande Urban Renewal Agency/ City Council at a meeting scheduled to convene at 6:00 p.m. on April 13, 2015, in the City Council Chambers at La Grande City Hall at 1000 Adams Ave. This meeting date is tentative and may change. Applicants will be notified in writing of the actual meeting date when set. Applicants may be asked to present the projects in one or more additional public meetings. All submitted materials are considered public documents unless the applicant clearly denotes confidential materials.

Questions should be directed to Robert Strobe, District Manager; 541-962-1309 or rstrope@cityoflagrande.org ; or by emailing lgplanning@cityoflagrande.org.



***Downtown & URD Revitalization Redevelopment Incentive Program
Project Intake Form***

Name of Applicant			Date Submitted
Street Address			Telephone Number
Mailing Address (if different from Street Address)			Email
Business Name			Tax ID Number
Building/ Property Owner Contact Information (if different from Applicant)			
Building/ Property Address			
Brief Description of Project/ Use of Funds			
Do you plan to provide any new or additional off-street or off-site parking as part of your project?			
Total project cost (See attached worksheet)	Estimated start date	Estimated completion date	Amount of Grant Request
<p>The statements made herein are true and represent an accurate and full disclosure of all appropriate information as of this date. Applicant understands that the Agency will retain this application and any other information the Agency receives, whether or not this funding request is approved. Applicant understands this request can become public information; however any financial statements, tax returns, project pro formas and business formation documents will be kept confidential. Applicant agrees to enter into an agreement with the Agency and to work cooperatively with Government officials on this project, if funded.</p>			
Applicant Signature			Date

Which project(s) and/or goal(s) from the La Grande Urban Renewal Plan does your project support, and how? *(Please refer to the attached sheet summarizing Plan projects and goals. Copies of the entire Plan are available on the City's website: www.cityoflagrande.org)*

Does this project have the end result of viable for-profit business occupancies upon project completion? Y or N
Please explain.

Does this project: 1) Revitalize La Grande's Central Business District? OR 2) Facilitate the development of commercial and industrial parts of the Urban Renewal District to create jobs and income? Y or N
Please explain.

Does this project mitigate, reduce or remove blight? Y or N
Please explain. *(see attached sheet for blight definition)*

Current/ Historic Use(s) of Building/ Property

Proposed project financing worksheet	
Estimated costs for (itemized):	Proposed Sources of Funding:
1. \$	Cash or equity \$
2. \$	Private loans \$
3. \$	Commercial loans \$
4. \$	State loans/ grants \$
5. \$	Other (specify) \$
6. \$	
7. \$	Agency funding (this grant) \$
Total Costs \$	Total Funding \$

Have you received Urban Renewal funding previously? Y or N If so, state project address: _____

Please ensure the following items are included with the application:

Award Date: _____

- Current building/ property photographs
- Historic building photographs (if applicable)
- Detailed text and visual description of project

Office use only	
<i>Type of project (select all that apply):</i> <input type="checkbox"/> Hist. Bldg. Façade <input type="checkbox"/> Job Creation <input type="checkbox"/> Bldg. Expansion <input type="checkbox"/> Restoration/ Repair <input type="checkbox"/> Streetscape <input type="checkbox"/> Other Interior/exterior <input type="checkbox"/> New Construction <input type="checkbox"/> Other (describe at right)	Proposed Use allowed in this Zone Y or N Approvals required: Landmarks Commission Y or N Conditional Use Y or N Site Plan Y or N Parking Required Y or N # Spaces _____ Encroachment Permit Required Y or N Building Permit Required Y or N District Manager Deems Application Complete Y or N Date Deemed Complete: <input type="text"/>
Date Received / / Current Photos? Y or N Historic Photos? Y or N N/A Owner authorization? Y or N Detailed drawings/ description? Y or N Solid cost estimates? Y or N Proposal complete? Y or N Approved? Y or N Amount of grant \$	

DEFINITION OF BLIGHT, as defined by Oregon Revised Statutes:

GENERAL PROVISIONS

457.010 Definitions. As used in this chapter, unless the context requires otherwise:

(1) "Blighted areas" means areas that, by reason of deterioration, faulty planning, inadequate or improper facilities, deleterious land use or the existence of unsafe structures, or any combination of these factors, are detrimental to the safety, health or welfare of the community. A blighted area is characterized by the existence of one or more of the following conditions:

(a) The existence of buildings and structures, used or intended to be used for living, commercial, industrial or other purposes, or any combination of those uses, that are unfit or unsafe to occupy for those purposes because of any one or a combination of the following conditions:

(A) Defective design and quality of physical construction;

(B) Faulty interior arrangement and exterior spacing;

(C) Overcrowding and a high density of population;

(D) Inadequate provision for ventilation, light, sanitation, open spaces and recreation facilities; or

(E) Obsolescence, deterioration, dilapidation, mixed character or shifting of uses;

(b) An economic dislocation, deterioration or disuse of property resulting from faulty planning;

(c) The division or subdivision and sale of property or lots of irregular form and shape and inadequate size or dimensions for property usefulness and development;

(d) The laying out of property or lots in disregard of contours, drainage and other physical characteristics of the terrain and surrounding conditions;

(e) The existence of inadequate streets and other rights of way, open spaces and utilities;

(f) The existence of property or lots or other areas that are subject to inundation by water;

(g) A prevalence of depreciated values, impaired investments and social and economic maladjustments to such an extent that the capacity to pay taxes is reduced and tax receipts are inadequate for the cost of public services rendered;

(h) A growing or total lack of proper utilization of areas, resulting in a stagnant and unproductive condition of land potentially useful and valuable for contributing to the public health, safety and welfare; or

(i) A loss of population and reduction of proper utilization of the area, resulting in its further deterioration and added costs to the taxpayer for the creation of new public facilities and services elsewhere.

La Grande Urban Renewal Plan

Projects:

- Streetscape Elements - to include but not limited to: street trees, street lights and street furniture. Streetscape elements will be installed in the downtown area of the District.
- Develop Gateways at the East and West Entrances to La Grande on Highway 30 - improvements at the entrances to La Grande will consist of structural and graphical features that “announce” to the traveler that he/she is entering the Area.
- Assist in the Attraction and Development of a High Quality Hotel in the CBZ - Such actions may include detailed feasibility studies, issuance of request for development proposal, acquisition and disposition of a site and development of related public improvements.
- Prepare and Implement Downtown Parking Management Plan - A Parking Management Plan for the CBZ will be undertaken and implemented. Implementation will include the development of off-street facilities as well as revisions to on-street parking. The Agency may acquire and improve land for parking facilities or invest in the improvement of existing facilities.
- Provide Financial Assistance to Property and/or Business Owners in the Rehabilitation of Buildings (Historic or Non-Historic) and/or Redevelopment of Sites within the Area. The Agency will establish a financial assistance program that will provide and/or grants to business and/or property owners for the rehabilitation or redevelopment of historic and non-historic buildings within the Area.
- Assist in Assembling Redevelopment Sites within the Area in Response to Specific Development Proposals - Such actions will be taken only in response to a known development opportunity.
- Assist in Developing a Business Park for Businesses Creating Family Wage Jobs - This project will include planning and feasibility analysis, acquisition and assembly of land, development of roads and infrastructure and marketing and promotion for a higher end business park.
- Pedestrian and Bicycle Improvements - New sidewalks which conform to the minimum current City standards in place, in addition to those listed under roadway improvements are recommended for a number of streets in the Area. Bicycle and Pedestrian improvements to be made throughout the Area should conform to the City of La Grande Pedestrian-Bicycle Improvement Plan.
- Infrastructure Improvements - The Agency may provide funds for infrastructure improvements necessary for the completion of private or public development projects within the Area that the Agency finds further the objectives of the Plan.
- Provide Business Development Assistance - The Agency may develop programs and policies to provide grant or loan funds for business development activities within the District. These funds may be used for such activities as: small business start-up costs, cooperative marketing, retention, expansion and recruitment activities.

Goals:

Goal 1: Revitalize Downtown

Goal 2: Create High Quality Family Wage Jobs

Goal 3: Retail Development

Goal 4: Housing

Goal 5: Transportation

Goal 6: Community Facilities



La Grande Urban Renewal Agency (URA)

(Rev. Feb. 5, 2015)

Revitalization Incentive Program

A. Geographic Scope:

Within the Urban Renewal District. (See Map, Exhibit A)

B. Purpose

The purpose of this policy is to direct resources within the core downtown area primarily and within other areas of the Urban Renewal District secondarily with the primary goals of improving the exterior of historic buildings and to provide new opportunities for locations of high-traffic retail businesses, which could include any of the following: improving accessibility issues, streetscape projects and building renovations.

C. General Criteria

- 1) Subject property(ies)/ project(s) must lie within the Urban Renewal District's "Geographic Scope" referenced in Section A.
- 2) Current or prospective owner(s) or developers representing owner(s) with consent, must be willing and agreeable to undertake a building/ property restoration, redevelopment or development project.
- 3) All projects submitted for URA funding consideration must conform to one or more projects or goals stated in the La Grande Urban Renewal Plan of 1999.
- 4) When considerations for project funding are being made, the following criteria will serve as guidelines to help evaluate and when appropriate, rank applications:
 - i. Preference will be given to projects that have the end result of viable for-profit business occupancies upon project completion. (3 points)
 - ii. Preference will be given to projects that help achieve the mission of the La Grande Urban Renewal Plan to revitalize La Grande's Central Business Zone by either investing in public improvements and public/private development partnerships in the Central Business Zone (CBZ) or facilitating the development of commercial and industrial parts of the Urban Renewal District to create jobs and income that will provide economic support to the CBZ. (2 points)

- iii. Preference will be given to projects that can demonstrate the mitigation, reduction, or removal of blight. (2 points)
 - iv. Preference will be given to projects with higher ratios of private investment to public funding and expected return of property tax revenues. (1 point)
 - v. Preference will be given to projects that fully utilize or maximize the square footage of the building, as opposed to only the ground floor or only upper floors. (1 point)
 - vi. Projects initiated by the City of La Grande or the La Grande Urban Renewal Agency are exempt from these criteria.
- 5) If in the downtown, the project must include a ground-floor “storefront” to encourage retail commercial use or other uses that will drive additional foot traffic downtown.
 - 6) A third party developer may represent the property with owner’s consent.
 - 7) Any past-due fines, taxes, fees or outstanding violations of local ordinances or permits must be addressed prior to any financial participation from the URA.
 - 8) Project applicant must enter into an agreement with the URA for performance.
 - 9) Any funds disbursed by the URA will be considered a reimbursement based on qualifying expenses submitted by the applicant unless other arrangements are made at the time of agreement.
 - 10) The applicant’s financial need, or lack thereof, will not be considered as part of the evaluation of the application. (the applicant must be able to meet the required match).
 - 11) Funding decisions will not be based on whether or not a project has been started or completed prior to award, provided the project has been determined to be eligible for funding under this policy. Applications submitted “out of cycle” (in accord with section F. 7. below) and/or projects underway that have otherwise met the criteria for funding consideration will be treated with equal merit to those projects that are under consideration which have not yet started.
 - 12) If projects are in the Historic District or otherwise are under the purveyance of the Landmarks Advisory Commission, projects must:
 - i. Receive certificate of “historic appropriateness” from the Commission prior to any final grant award and/or disbursement of funds.
 - ii. Follow “The Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.”
 - iii. Follow any and all standards and guidelines prescribed by the City of La Grande, to include 2009 STANDARDS AND GUIDELINES MANUAL FOR HISTORIC REHABILITATION AND PRESERVATION.

D. Allowed uses of funds

- 1) Professional design and engineering services, provided the project is completed within the terms of the agreement.
- 2) Project must comply with all relevant local, state and federal laws and codes.
- 3) Exterior façade renovations, to include:
 - i. Windows
 - ii. Doors
 - iii. Storefronts
 - iv. Awnings
 - v. Alley-facing entrances
 - vi. Painting and cleaning
 - vii. Masonry repair, restoration or cleaning
 - viii. Appropriately repairing, restoring or replacing of cornices, entrances, doors, windows, decorative details and awnings
 - ix. Sign removal, repair or replacement
 - x. Building identification
 - xi. Critical maintenance, structural or code compliance
 - xii. Restoration projects, including removal of slip sheathing or other treatments
 - xiii. Roofs & roof repair
- 4) Accessibility issues, to include elevators and associated equipment.
- 5) Streetscape improvement projects.
- 6) Site-related infrastructure.
- 7) Work required for Building Code compliance.
- 8) New site development, new construction.
- 9) Mitigation, reduction or removal of blight.
- 10) Other interior work to be approved on a case-by-case basis:
 - i. Permanent improvements that have a life span greater than five years that are not considered basic or minor tenant improvements or other items or fixtures that cannot easily be removed from the structure.
 - ii. Mechanical, electrical, plumbing systems upgrades or repairs.

E. Prohibited uses of funds

- 1) Refinancing existing debt.
- 2) Marketing property for re-sale.
- 3) Conversion of downtown ground-floor uses to other than retail, entertainment or food & beverage.
- 4) Payment of taxes, fines or fees current or delinquent.
- 5) Payroll of employees related to the developer or associated businesses, unless involved in the construction phase of the project.

- 6) Cleaning unless it is required as part of an otherwise allowable use of funds.
- 7) Inappropriate restoration activities.
- 8) Inappropriate or non-approved design or materials.
- 9) Interior improvements (unless directly related to an approved exterior project or part of a needed and approved structural or accessibility improvement project) including but not limited to:
 - i. Carpeting, floor coverings.
 - ii. Interior painting.
 - iii. Removable fixtures, furnishings, etc.
- 10) Professional design and engineering services except as part of an approved project.
- 11) Working capital.
- 12) Financing of inventory.

F. Applicant Criteria

- 1) Proposals may come from tenants, owners of buildings or third party developers; if other than the owners, an authorization letter from owner(s) must accompany proposal/ application.
- 2) Approved renovation projects should be ready to begin within six (6) months of application and shall be completed within eighteen (18) months of application.
- 3) Applicants must enter into an agreement with the URA and work with City/URA on their project.
- 4) Applicant cannot have any outstanding or unresolved fine, fee, permit, lawsuit or infraction with the City of La Grande.
- 5) Any agreement or application extensions may only be granted by the District Manager or the URA. All granted extensions will be reported to the URA.
- 6) Any deviations from initial submittals must be approved by the District Manager.
- 7) Projects may commence prior to funding award, at the applicant's risk, but only after a written application has been submitted and the District Manager deems the application complete. The applicant acknowledges that submission of the grant application does not bind the URA in any way and that funding cannot be approved more than one fiscal year following the submission of the application.

G. Funding Information

- 1) Projects should be a minimum of \$10,000, total cost:
 - i. City of La Grande Urban Renewal – up to 1/2 of total cost, up to \$50,000.
 - ii. Urban Renewal funding may be up to \$75,000, if a majority of work performed is done with Union County vendors/ contractors.
 - iii. Private building owner(s)/tenant(s)/ developer(s) must contribute at least 1/2 of total project cost; contribution may come from commercial lenders

or other sources, including grants or loans from other agencies on applicant's behalf.

- iv. Funding for projects is typically capped at \$75,000 as described above, however, major projects with a total project cost in excess of \$500,000 may be considered for higher levels of funding on a case-by-case basis. These major projects, at the District Manager's discretion, may be considered for approval outside the normal funding cycle, which would include the District Manager calling for a special meeting of the URAC and/or the URA to consider such requests.
- 2) Funding is contingent upon budget approval and subsequent availability of funds.
- 3) Local funds may at times be augmented by outside sources, such as State of Oregon grants.
- 4) Funds will be disbursed on a reimbursement basis ONLY; accurate and timely receipts are required to receive funds from the URA.
- 5) Normally, funds will be disbursed on completion of the project; however, the applicant may request a maximum of one (1) progress payment be authorized as part of the agreement between the URA and the applicant. Only projects with grant awards exceeding \$25,000 are eligible to receive a progress payment.
- 6) URA will make every effort to provide timely disbursements upon receipt of complete applications and proof of appropriate expenses.
- 7) For projects eligible for progress payments, minimum disbursement request shall be 50 percent of the total award, and the project must be determined to be at least 50 percent completed at the time of the progress payment.
- 8) The URA will have the ability to make loans in addition to, or in place of, grants at its discretion.
- 9) Real property related to the project may not be transferred or sold within five (5) years from the date of the first disbursement of funds. In the event of a sale, the contribution of URA funding will be considered a loan and the full amount of any and all URA funds disbursed shall become due and payable to the URA immediately upon said sale or transfer. Liens may be placed on properties receiving URA benefits for amounts up to the full grant amount at the discretion of the URA and/or the District Manager. Projects initiated by the City of La Grande or the La Grande Urban Renewal Agency would be exempt from this provision.
- 10) Funds disbursed under this program may not be combined with Building Façade Grant funds related to the same project at the same time (during a 12-month period) and site location.

H. Application and Approval Procedure

- 1) Application must be on a project intake form provided by the URA and must include all necessary and required supporting documentation so as to fully satisfy all of the above-stated criteria to be deemed complete. Project applications may be submitted either as digital entries (Adobe Acrobat, Microsoft Word, Microsoft Excel, Microsoft PowerPoint or JPEG image files are acceptable formats) that are emailed or hand-delivered as a CD or as hard copies hand-delivered or mailed to City Hall. Faxed copies will not be accepted.
- 2) Application must be submitted not later than the date established by the District Manager as the cutoff for consideration each fiscal year, typically not later than March 31, to be considered for funding. Approved projects will normally receive funding approval effective on July 1st.
- 3) Any and all of the following bodies may be involved in the approval and/or review of a project:
 - i. City of La Grande/URA staff.
 - ii. La Grande Landmarks Advisory Commission.
 - iii. La Grande Main Street Design Committee.
 - iv. La Grande Urban Renewal Advisory Commission.
 - v. La Grande City Council/ Urban Renewal Agency.
 - vi. La Grande Planning Commission.
 - vii. State of Oregon Main Street program.
 - viii. State of Oregon Historic Preservation Office.
- 4) All funding requests will require La Grande Urban Renewal Agency approval at a public meeting.
- 5) Upon receipt of a complete application, applicants will be notified within thirty (30) days of project application completeness.
- 6) Applications may be modified or approved with conditions.
- 7) Applicants may be asked to present their projects to any of the bodies listed in Section H.2.
- 8) City/URA staff may provide technical assistance and resources to applicants to help ensure successful applications to the extent possible.
- 9) City/URA staff will review applications and provide a staff report which shall include comments regarding how the application meets the criteria required in this policy and conformance with the Urban Renewal Plan.
- 10) The Urban Renewal Agency and the Urban Renewal Advisory Commission shall conduct a joint meeting to consider the funding applications and evaluate the applications. For each application, the Urban Renewal Agency, based on the criteria contained in this policy and the input received at the joint meeting, shall determine funding for each project.
- 11) For each project funded, the URA shall establish a minimum amount to be funded and a maximum amount to be funded, based on the projected funding available.

The minimum amount and maximum amount may be the same. If, during the same fiscal year the project was funded, additional funding becomes available as the result of cancelled projects or completed projects which do not qualify for the amount approved, the surplus funds will be allocated to the approved projects based on the percentage of the project funded by the URA until the funds are exhausted on a pro-rata basis. For example, if two projects were not fully funded, and one was funded at 75% of the eligible funding amount and the other at 25% of the eligible funding amount, they would receive 75% and 25% of the additional funds respectively, up to the maximum amount determined when the projects were initially approved. See Exhibit B for an illustration.

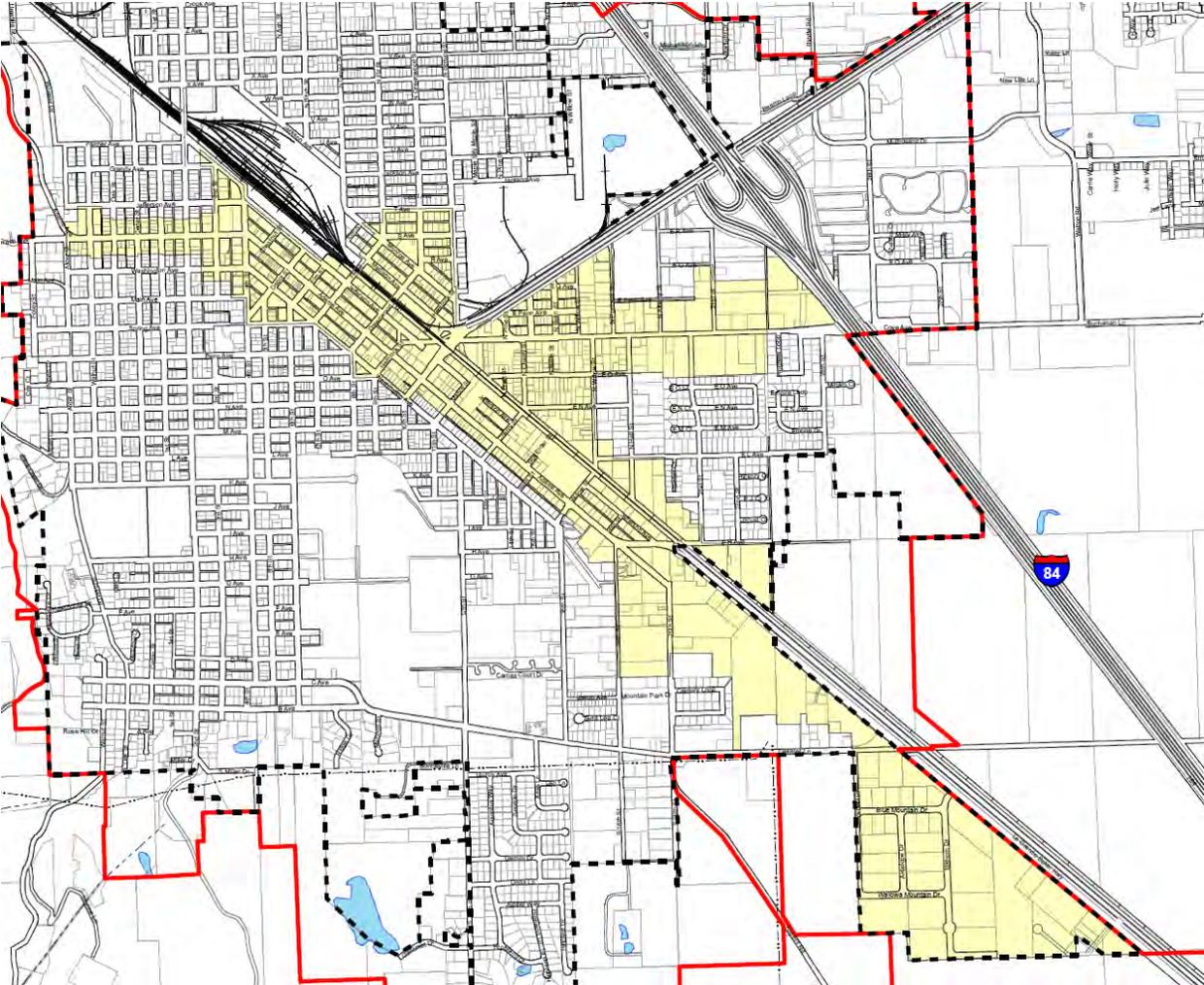
- 12) Additional Funding Requests: The URA shall not consider any requests for funding increases to approved project funding resulting from cost overruns or changes in the project that are not an increase in the scope of the project including but not limited to changes in materials or contractors. The URA may consider funding requests at the next funding cycle, which shall compete as if it were a new project, for unforeseen conditions encountered or increasing the scope of the project for items including but not limited to expanding the project to include additional square footage or adding new features that were not part of the original application.

I. Submittal Requirements:

- 1) All submissions must be accompanied with the following information:
 - i. Building owner name & contact information.
 - ii. Project applicant name (if different from above) & contact information.
 - iii. Letter of authorization from building owner, if owner is not applicant.
 - iv. Building address.
 - v. Building historic name, if known.
 - vi. Current photograph of the building & historic photos, if available.
 - vii. Funding amount requested.
 - viii. Detailed project budget, including sources of funds.
 - ix. Detailed text and/or visual description of project.
 - x. Current building use, including tenant names and contact information.
 - xi. Project timeline.
- 2) The submitted application and proposal for the project, once accepted as the final concept, shall become and wholly remain the property of the City/URA. The City/URA will retain the reproduction rights to use images of the artwork to prepare and distribute marketing materials, web site materials or for any other use in promotional materials.

Exhibit "A"

La Grande Urban Renewal District





Tillamook Urban Renewal Agency Façade Grant Program

Program Guidelines and Overview

Purpose:

The Tillamook Urban Renewal Agency (TURA) has implemented a Façade Grant Program to:

1. Enhance the exterior condition of businesses in the Tillamook Urban Renewal District.
2. Restore the historic character of buildings within the district.
3. Improve private assets of the District by revitalizing distinctiveness and integrity of downtown structures.

Eligible Improvements:

1. Awnings appropriate for the façade improvement and architecture.
2. Exterior painting that is consistent with other downtown buildings.
3. Non-illuminating signs that are compatible with other buildings on the block and that conform to the standards of the Tillamook City Code.
4. Exterior masonry repair.
5. Repair to exterior facades (front, rear & side facades are eligible).
6. Sign removal, replacement or repair
7. Installation, repair or replacement to cornices, doors, windows, decorative detail, awnings, window display lighting.
8. Exterior lighting
9. Landscaping features (e.g. window boxes or planters)
10. Bike racks or benches
11. Removal of barriers to access for people with disabilities

Ineligible Projects:

1. Interior improvements
2. Roofing and paving
3. Structural improvements
4. Security measures (i.e. gates, security systems)
5. Loading docks or parking lot entrances
6. Removal of architecturally important features

Application Process:

In order to receive a Façade Grant the building owner, or tenant approved by the building owner, shall complete all of the following:

1. Review the design guidelines.
2. Complete and submit a Façade Grant Application form including all required documents.
3. Submit a drawing of proposed improvements (plans need not be done by a professional architect unless the project includes structural improvements).
4. **An applicant may request design assistance. Design assistance costs may also be funded by the TURA, in addition to grant allocation. Dollar amount of design funding will be set by the Proposal and Justification Committee . A supplemental application must be submitted to the TURA Proposal and Justification Committee for design assistance.**
5. Submit a specific description of each part of the proposed improvements (paint color, material type, etc.).
6. Submit cost estimates for the proposed improvements. Bids must be provided if the work is being done by a contractor.

Conditions of Approval:

Design reviews will be completed by the TURA Proposal and Justification Committee in the order of date received. Approval will be contingent upon available funds. The following criteria must also be met:

1. Improvements must be on property within the TURA District.
2. Improvements must conform to the standards of the Tillamook Zoning and Development Code and the Tillamook Town Center Plan and all required permits will be obtained.
3. Properties must be up to date on all municipal taxes.
4. “Conditions of Approval” may be developed by the TURA Proposal and Justification Committee or Board and shall be attached to the application.
5. Funding is limited to one grant per business/storefront, per 12 month period.

Approval Procedures:

1. Upon receipt of all application materials described above, the Proposal and Justification Committee will review the application before referring it to the TURA Board of Directors.
2. The board will then make a decision based upon the character of the proposed design and its compliance with the design standards of the Tillamook Town Center Plan. The TURA Proposal and Justification Committee or Board may develop “Conditions of Approval” which shall be attached to the Grant Approval Agreement and Receipt of Funding form.
3. If approved, City staff will contact the applicant and construction may begin after the Grant Approval Agreement and Receipt of Funding form is signed by the applicant. If not approved, the TURA Board will provide a written record

- of reasons for rejection. The board may also include recommendations for steps that may be taken to receive approval.
4. Successful applicants must sign the Grant Approval Agreement and Receipt of Funding form.
 5. These processes and procedures may be altered by the TURA Board of Directors.

Payment Procedures:

Construction may begin only after the application is reviewed by the TURA Proposal and Justification Committee and referred to the TURA Board for approval. Any work done prior to formal approval, will not be eligible for grant reimbursement.

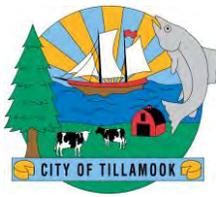
Grants will be issued only after construction is complete. Projects must be complete within twelve (12) months of approval by the TURA Proposal and Justification Committee. Upon completion of a project, city staff must be contacted to set up a site inspection by the TURA Contract Committee. If the inspector finds that the project complies with all standards and conditions above and with the pre-approved plans submitted with the application, the TURA shall provide funding for fifty percent (50%) of the total cost of the project, not to exceed \$5,000. For example, a grant could be used to pay \$4,000 of an \$8,000 project. In the event the project should exceed the original estimated costs, the applicant can request additional funding not to exceed \$5,000 for the total grant funding.

If a contractor was used, a written invoice must be provided to the TURA Contract Committee before funds will be granted. If a contractor was not used, receipts must be provided to the Contract Committee before a reimbursement will be issued. Only materials may be reimbursed for projects that do not use a contractor. Receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks). Funds shall then be dispersed within fifteen (15) days from the date of invoice receipt.

Further Information:

It is recommended that the applicant discuss their project with the Board or Proposal and Justification Committee prior to submitting an application. Questions and applications will be accepted at;

Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook, OR 97141
503-842-2472



Tillamook Urban Renewal Agency

Façade Design Assistance Grant Program

Façade Design Assistance Application

Date of Submission _____

Applicant Information:

Company _____

Address _____

Address of Subject Property _____

Assessor Tax Lot Number _____

Contact Person _____ Email Address _____

Phone Number _____ Fax Number _____

Building Owner

Tenant

Building Owner Information (if different from applicant):

Contact Person _____

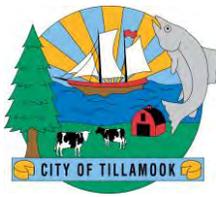
Contact Address _____

Email Address _____ Phone Number _____

Fax Number _____

Owner is aware of the application

Owner has endorsed the application



Tillamook Urban Renewal Agency

Façade Design Assistance Grant Program

Please submit the following information with your application:

- Photographs clearly showing existing conditions of the building to be improved;
- A written description of the proposed work (attached);
- Basic drawings or sketches showing the proposed improvements
- Written consent from the property owner, if owner is different from applicant.

Requirements:

- Professional design work shall not begin until this application is approved by the Tillamook Urban Renewal Agency board.
- Design services are limited to facades or building exterior improvements (further descriptions of eligible projects are describe by the Façade Grant Program Guidelines and Overview).
- Funding will **only** be provided to design consultants pre-approved by the Tillamook Urban Renewal Agency Proposal and Justification Committee.
- Design assistance funding shall be issued by the Tillamook Urban Renewal Agency board directly to the approved designer **only** after receipt of reproducible design materials.

Project Start Date _____

Expected Completion Date _____

Total Estimated Cost of Project _____

Grant Amount Requested _____

I agree that the information provided above and within is accurate and correct to the best of my knowledge and that all required permits will be obtained. I also assure that my person and business are in compliance with all laws, ordinances, rules and regulations of the State of Oregon and the Tillamook Urban Renewal Agency.

Signature of Applicant _____

Signature of Design Consultant _____



Tillamook Urban Renewal Agency

Façade Design Assistance Grant Program

Property Owner Consent Form:

I, _____ (“Property Owner”), certify that I own the property located at _____ (“Address”) in Tillamook, Oregon and that I have reviewed the application by _____ (“Applicant”) for participation in the Tillamook Urban Renewal Agency’s Façade Design Assistance Grant Program. I understand that the proposal includes the following changes and/or enhancements to my building:

I fully support this application and further certify that the Applicant holds a valid lease for _____ months, expiring on _____.

Date Signature of Property Owner

Printed Name of Property Owner

Mailing Address of Property Owner

Telephone Number of Property Owner

Return to:
Tillamook Urban Renewal Agency
City of Tillamook
210 Laurel Avenue
Tillamook, OR 97141
503-842-2472



**Tillamook Urban Renewal Agency
Façade Grant and Grant-Loan Program**

Approval Agreement and Receipt of Funding

Applicant's Name: _____

In consideration of the receipt of funding from TURA:

1. I understand that grant monies shall not be distributed until all proposed work is completed and inspected.
2. I understand that an inspection of the project must be performed by TURA Contract Committee upon completion of the project.
3. I agree to follow the plan submitted with the application and I understand that failure to do so may disqualify the project for grant funding.
4. If attached, I understand and agree to "Conditions of Approval" as developed by the TURA Board.
5. I agree to complete all improvements within one year of approval from the TURA Board. Any time extension must be filed and approved the TURA Board.
6. I waive and relinquish all claims, demands, and liabilities, past, present or future, of any nature against all officers, directors, members, agents and employees of TURA ("Indemnified Persons") arising from, related to or connected with the Grant or Loan and agree to indemnify and hold harmless each Indemnified Person from and against all claims, demands, and liabilities arising from, related to or connected with the Grant or Loan or the use, occupation, or implementation of the project.

Applicant Signature _____ **Date** _____

TURA Representative _____ **Date** _____

I acknowledge receipt of Grant or Loan funding in full.

Applicant Signature _____ **Date** _____

Return to:
Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook, OR 97141
503-842-2472

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)																			
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.																			
	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <th colspan="9" style="text-align: left; padding: 2px;">Social security number</th> </tr> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Social security number																	
Social security number																			
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <th colspan="9" style="text-align: left; padding: 2px;">Employer identification number</th> </tr> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Employer identification number																	
Employer identification number																			

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below), and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.	

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.



**SILVERTON URBAN
RENEWAL AGENCY**

Façade Improvement Application

City of Silverton
306 South Water Street
Silverton, Oregon 97381
Phone 503.874.2207
Fax 503.873.3210
www.silverton.or.us

APPLICANT INFORMATION

APPLICANT NAME:

E-MAIL:

BUSINESS NAME (if applicable):

APPLICANT MAILING ADDRESS:

PHONE:

CITY, STATE, ZIP:

FAX:

PROPERTY OWNER NAME (if applicable):

E-MAIL:

MAILING ADDRESS:

PHONE:

CITY, STATE, ZIP:

FAX:

SITE INFORMATION

SITE ADDRESS:

BUILDING TAX LOT & MAP NUMBER (if known):

CITY, STATE, ZIP:

OWNER OCCUPIED OR LEASED?

CURRENT USE OF BUILDING:

Is the building on the local historic register or within historic overlay district? YES NO

If yes, has the building plan been reviewed and approved by the Historic Landmarks Commission?

YES NO

GRANT REQUEST INFORMATION

GRANT REQUEST AMOUNT: \$

PRIVATE TO PUBLIC MATCH AS RATIO: ____ / ____

AMOUNT AND SOURCE OF PRIVATE MATCHING FUNDS (i.e., savings account, line of credit, etc.): *A SURA or Building Improvement Loan can be used as Match provided a lien is placed on the subject property or other property in Silverton sufficient to secure the loan, attach draft loan documents

AMOUNT & SOURCE OF ADDITIONAL GRANTS OR FUNDING (should not include private match):

TOTAL SOURCES OF FUNDING (excluding grant request): \$ _____

AUTHORIZATION FOR CREDIT CHECK YES NO

SIGNATURE:

ANTICIPATED START DATE OF CONSTRUCTION:

ANTICIPATED FINISH DATE OF CONSTRUCTION:

ARCHITECT INFORMATION (IF APPLICABLE)

APPLICANT'S ARCHITECT:

E-MAIL:

MAILING ADDRESS:

PHONE:

CITY, STATE, ZIP:

FAX:

ARCHITECT/ENGINEER REGISTRATION NUMBER (applicant's design fees are eligible as a convertible loan expense if professionally registered in Oregon):

PROJECT SUMMARY

IN THE SPACE BELOW PROVIDE A BRIEF DESCRIPTION OF PROPOSED PROJECT (UP TO 300 words)

A comprehensive project proposal must accompany this application and include the following. These details, which will help the Silverton Urban Renewal Agency better understand the proposed project. Please use this list as a checklist of all items that must be part of your application package.

- Completed application
- Detailed written description of the scope of the project
- Project costs/budget (including construction expenses, fees, permits, design costs)
- Photos of existing use and site
- Official architectural and engineering renderings/drawings from a licensed professional in 11" x 17" format if required by the Building Official.
- A materials spec board or detailed description of materials and colors
- Documentation of ownership (including, but not limited to deed of trust) or written authorization from property owner
- Organizational papers, if owner is registered entity
- A statement on source of project funding that includes the required private match, and other funds that may be applicable to undertake the balance of the work not funded by the Silverton Urban Renewal Agency. This could include a letter from bank or lender, account balance statement, or other as approved.
- Financial pro-forma documenting the loan-to-value ratio and other economic determinants, if a loan is obtained.
- Competitive bid requests from three licensed and bonded trades/professionals
- Construction schedule
- Land Use approval, if needed (see statement form in this packet)
- Historic Landmarks Commission approval, if needed (see statement form in this packet)
- Copy of current City of Silverton Business License (if applicable)
- Submit five (5) copies of application and supporting documents
- Certificate of Insurance (this will be required upon awarding of a grant, identifying the Silverton Urban Renewal Agency as additionally insured)

For grants up to \$40,000, which are limited to buildings within the Downtown Commercial District, the applicant must demonstrate how the proposed improvements will restore the façade to its original design and/or meet the Downtown Commercial District Design Standards:

- Submittal of the best available information including photographs or other documentation showing or describing the storefront's original design is required.
- Photographs of similar or adjacent buildings designed or constructed during the same period and style as the predominant downtown character may be considered.
- Meet applicable Downtown Commercial District Design Standards.

The applicant understands that the proposed improvements must be reviewed and approved by the Silverton Urban Renewal Agency, or designee. Certain changes or modifications may be required by the Silverton Urban Renewal Agency prior to final approval.

The applicant understands that a grant information sign listing the Silverton Urban Renewal Agency Public Contribution must be posted five (5) days prior to, during, and thirty (30) days past construction completion.

APPLICATION FEE:

The application fee is based on the grant request in the following amounts:

- \$51 - \$10,000 = \$50 fee
- \$10,001 - \$20,000 = \$100 fee
- \$20,001 - \$40,000 = \$200 fee

CERTIFICATION OF 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 matching grant and is true and complete to the best of the applicant's knowledge and belief.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is an organization rather than an individual, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the rehabilitation work on the property. Evidence of this authority is attached.

APPLICANT'S SIGNATURE:	CO-APPLICANT'S SIGNATURE (if applicable)
DATE:	DATE:
OWNER SIGNATURE:	CO-OWNER'S SIGNATURE (if applicable)
DATE:	DATE:

PROGRAM OBJECTIVE

The Silverton Urban Renewal Agency has a ***Façade Improvement Program*** to improve the appearance and curb appeal of buildings and streetscape within the Silverton Urban Renewal District; thereby improving the marketability of the district in terms of economic vitality and attractiveness to new investment. The program offers grants up to \$20,000 for buildings within the Urban Renewal District and grants up to \$40,000 for buildings that are within the National Register Historic District.

The program is a matching grant intended to fund façade improvements in the Silverton Urban Renewal District. The grants are available to business and commercial property owners in the Silverton Urban Renewal District for rehabilitating storefronts to eliminate blight, enhance livability, and revitalize commercial areas.

APPLICATION PROCESS

1. Proposal review meeting with Community Development Director.
2. Pre-application meeting with city staff including but not limited to building department, public works and planning departments.
3. Complete application.
4. Gather supporting material (as indicated in checklist above).
5. Submit five (5) copies of application and supporting documents.
6. City Staff will review the application.
7. Silverton Urban Renewal Advisory Committee review.
8. Silverton Urban Renewal Agency review.

REVIEW PERIOD

Proposals will be reviewed for funding at regularly scheduled Silverton Urban Renewal Advisory Committee meeting and Silverton Urban Renewal Agency meetings.

REIMBURSABLE EXPENSES

The following expenses are eligible for reimbursement with Silverton Urban Renewal Agency Façade Improvement Program funds:

- Exterior improvements only, including, but not limited to: Exterior rehabilitation and restoration; painting; brick, masonry, and stucco repair; awnings (except those including tenant signs as part of the awning); signs and graphics (except those with tenant names); exterior lighting; architectural fees or other items as approved in the Grant Review process.
- All projects must comply with the Silverton Urban Renewal Plan; area plans; master plans; building and zoning codes; and all other City, State and Federal regulations.
- All applicable fire, safety, disabled accessibility, and permit requirements must be met.
- Streetscape elements on private property
- Only expenses incurred after project approval are eligible for reimbursement with the exception of design services, permits, and other similar services required in the application process.

EVALUATION CRITERIA

Within the project description narrative and with supporting documents an applicant must show how their project meets the following criteria:

1. Amount of private match (required match is 1:1).
2. Overall project benefit, impact and quality (based upon staff review).
 - a. Items to illustrate project benefit may include, but not limited to, LEED Certification, low impact design, building innovation, green design, additional residential units leveraged, affordable housing, funding, etc.
3. Positive impact of the project on the aesthetic appearance of the building.
4. Positive impact of the project on the overall streetscape.
5. Preservation and enhancement of the architectural integrity of the overall vicinity.

DISBURSEMENT OF FUNDS

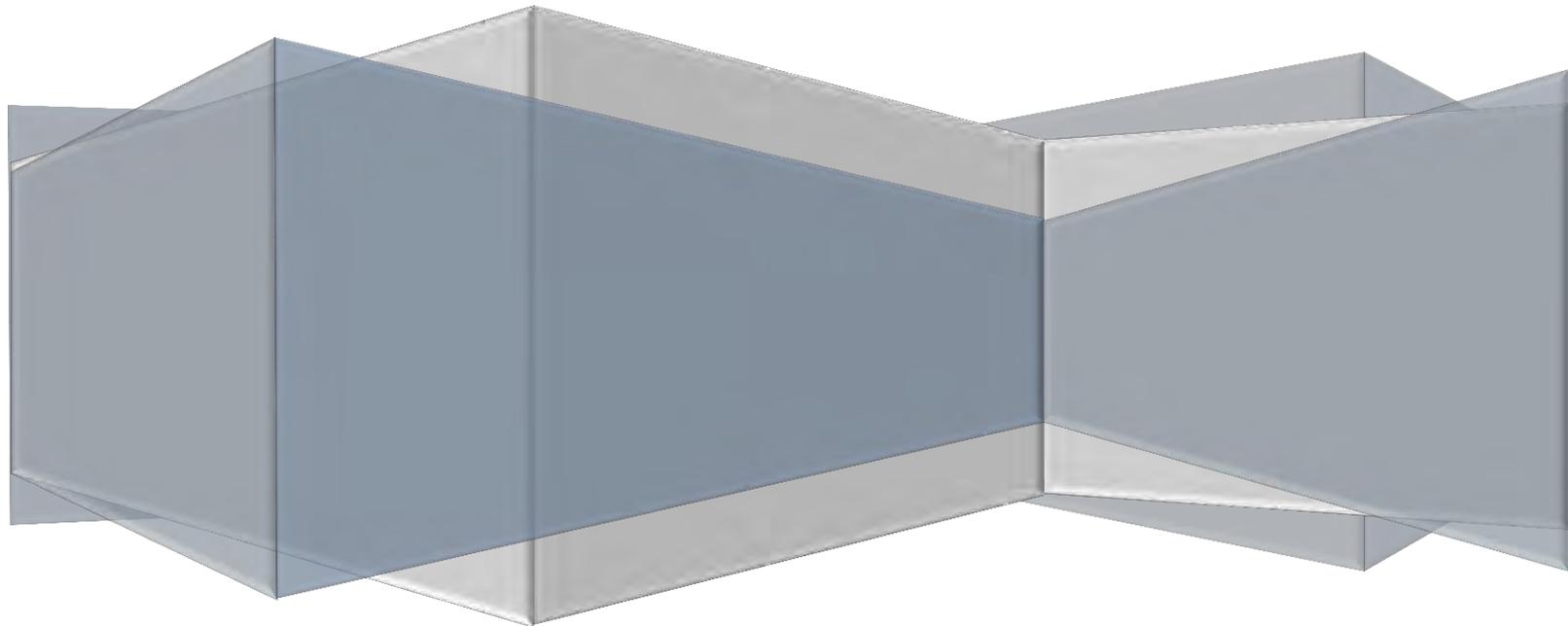
- Silverton Urban Renewal Agency funds will be disbursed only upon completion of the work in accordance with the approved plans, evidence that the contractor(s) has/have been paid, and submittal of a W-9. In-kind work performed by the applicant will not be recognized for reimbursement. Work shall be consistent with the application and the City must approve any changes in advance, failure to do so may result in loss of funds. The Silverton Urban Renewal Agency must review changes that significantly affect the appearance or structural integrity of the improvements
- Grant awards are not transferrable to new property owner if the building is sold.

APPLICATION

THE DALLES

URBAN RENEWAL AGENCY

PROPERTY REHABILITATION
GRANT AND LOAN PROGRAMS



MAY CONTAIN CONFIDENTIAL INFORMATION

The Dalles Urban Renewal Agency
Property Rehabilitation Grant and Loan Programs
-APPLICATION-

Application Date: _____

Application Number: _____

PROGRAM APPLYING TO (Check One)

- Historic Design and Restoration Program
- Redevelopment of Unused & Underused Property Program
 - Loan Interest Subsidy Program
 - Demolition Loan Program
- Civic Improvements Grant Program
- Façade Improvement Grant Program
 - Residential Structure

APPLICANT INFORMATION

Applicant Name: _____

Contact Person: _____

Mailing Address:

Applicant is: Owner Leaser

Phone Number: _____ Email: _____

Federal Tax ID or Social Security Number: _____

(Loan & Interest Subsidy Only)

Bank of account and contact:
(Loan & Subsidy Only)

Name of Business: _____

Business Mailing Address:

The Dalles Urban Renewal Agency
Property Rehabilitation Grant and Loan Programs
-APPLICATION-

Name of Principle: _____

Site Address

Legal Description

HISTORIC PROPERTY (STAFF USE) YES NO (If yes, requires HLC approval)

PROJECT INFORMATION

Building Age: _____ Building Square Footage: _____

Building Current Use: _____

Building Planned Use: _____

Project Description Outline:

The Dalles Urban Renewal Agency
Property Rehabilitation Grant and Loan Programs
-APPLICATION-

PROPOSED SOURCES OF FUNDING (loans)

<u>Source</u>	<u>Amount</u>	<u>Rate</u>	<u>Term</u>	<u>Match</u>
Urban Renewal Loan	\$ _____			
Equity (applicant)	\$ _____			
_____ Bank	\$ _____	_____ %	_____	

PROPOSED SOURCES OF FUNDING (grants)

Urban Renewal Grant	\$ _____			
Applicant Match	\$ _____			
Other Source _____	\$ _____	_____ %	_____	<input type="checkbox"/>
Other Source _____	\$ _____	_____ %	_____	<input type="checkbox"/>
Other Source _____	\$ _____	_____ %	_____	<input type="checkbox"/>
Total	\$ _____ (Must equal total expected costs)			

Facade Grant Matching Funds:

- TIER 1:** Request \$20,000 or less (50% match)
- TIER 2:** Over \$20,000 (100% match)

NOTE: To determine what tier your grant match is in and what your match will need to be, divide your total project costs by three (3); that amount is your match in tier one, unless the balance remaining is higher than \$20,000. If that request amount is higher than \$20,000 your grant will be tier two. To determine that divide the total project cost by two (2), this amount is your grant request and your match.

EXAMPLE 1: Suppose your total project cost is \$22,170. Divide that by three (3) gives you \$7,390, this is your required match. The remaining balance is \$14,780. This is your grant request, since it is \$20,000 or less. Your grant is in tier one. (\$7,390 is 50% of \$14,780)

EXAMPLE 2: Suppose your total project cost is \$45,650. Divide that by three (3) gives you \$15,216.66, and the remainder is \$30,433.34 which is greater than \$20,000. Your grant is tier 2. Divide the total project cost by two (2); \$22,825 this is the amount of your grant and your required match.

The Dalles Urban Renewal Agency
Property Rehabilitation Grant and Loan Programs
-APPLICATION-

Applicant hereby certifies that all information contained above and in exhibits attached hereto are true and complete to the best knowledge and belief of the applicant and are submitted for the purpose of allowing the full review by The Dalles Urban Renewal Agency and its agents for the purpose of obtaining the financial assistance requested in this application.

Applicant hereby consents to disclosure of information herein and the attachments as may be deemed necessary by MCEDD and its agents for such review and investigation.

I _____ have read and understood the guidelines of The Dalles Urban Renewal Agency Property Rehabilitation Grant and Loan Programs and agree to abide by its conditions.

Signature and Title if appropriate

Date

The Following Items Are Required Before A Loan Is Approved Or Grant Project Can Begin:

A. Loans and Grants

1. Certificate of approval from agency (if required).
2. Letter of approval from Historic Landmarks Commission (if required).
3. A summary of the project outlining the work to be done.
4. Complete plans and specifications.
5. Costs estimates or bids from a licensed contractor.
6. Evidence that building permits or any other required permits are in place.
7. Preliminary commitment of any other funds to be used in the project.

B. Loans Only

1. Amount of loan requested and proposed terms being requested.
2. Bank's loan application and any other information the bank requires, such as current financial statements, including balance sheets and income statements.

For Applicants Under The Civil Improvements Grant Program:

The grants will be awarded semi-annually on a competitive basis and based on the selection criteria in your narrative and attach it to this application form. The deadlines for applications are July 31 and January 31 of each year.

DEPOE BAY URBAN RENEWAL AGENCY (URA)
PRESERVATION, REHABILITATION, DEVELOPMENT AND REDEVELOPMENT INCENTIVE PROGRAM

- A. PURPOSE: The purpose of this program is to set forth policy that will help improve the condition and appearance of buildings in the project area and encourage infill and reuse in the Urban Renewal Area, and to develop or redevelop land or buildings within the Urban Renewal Area, with the primary goal of improving exterior and interior conditions of public and private buildings or properties within the Urban Renewal Area.
- B. GEOGRAPHIC SCOPE: Within the boundary of the Depoe Bay Urban Renewal District.
- C. GENERAL CRITERIA:
1. Subject property/project must lie within the District's Geographic Scope.
 2. Current property owner(s) must be willing and able to undertake a building/property preservation, rehabilitation, development or redevelopment project.
 3. All projects submitted for URA funding consideration must conform to one or more projects or goals stated in the Depoe Bay Urban Renewal Plan of 2008, as amended.
 4. When considerations for project funding are being made, the following criteria will serve as guidelines to help evaluate applications:
 - a) End result of project will be a viable for-profit business occupancy upon project completion.
 - b) Project demonstrates the mitigation, reduction or removal of blight.
 - c) Higher ratio of private investment to public funding.
 - d) Project fully utilizes, or maximizes, the total square footage of the building.
 5. A third party developer may represent the property with written owner's consent.
 6. The project shall be in accordance with the regulations prescribed in the City's Comprehensive Plan, Zoning Ordinance, Sign Ordinance, Subdivision Ordinance, City Charter or any other applicable local, county, state or federal laws regulating the use of property in the Urban Renewal Area.
 7. Any past due fines, taxes, fees or outstanding violations of local ordinances or permits must be addressed prior to any financial participation from the URA.
 8. The Renewal Agency shall require the redeveloper to execute a development agreement acceptable to the Renewal Agency as a condition of any form of assistance by the Renewal Agency. The redeveloper shall accept all conditions and agreements as may be required by the Renewal Agency.
 9. The Renewal Agency may require the redeveloper to submit plans and specifications for the property as a condition of Renewal Agency assistance. The redeveloper shall submit all plans and specifications for construction of improvements on the land to the Renewal Agency or its designated agent, for review and approval prior to distribution of these plans to any additional zoning, planning, or design review bodies required by the City.
 10. The redeveloper shall commence and complete the development of such property for the use provided in this Plan within a reasonable period of time as determined by the Agency.
 11. The redeveloper shall not effect any instrument whereby the sale, lease, or occupancy of the real property, or any part thereof, is restricted upon the basis of age, race, color, religion, sex, marital status, or national origin.
 12. Any funds disbursed by the URA shall be considered a reimbursement based upon qualifying project expenditures submitted by the redeveloper.
 13. The applicant must be able to meet the required match.

D. ALLOWED USES OF FUNDS:

1. Professional design and engineering services, provided the project is completed within the terms of the Agreement.
2. Project must comply with all relevant local, state and federal laws and codes.
3. Building exterior façade renovations, including but not limited to:
 - a. Windows and doors
 - b. Storefronts
 - c. Awnings
 - d. Painting and cleaning
 - e. Masonry repair, restoration or cleaning
 - f. Appropriately repairing, restoring or replacing cornices, entrances, doors, windows, decorative details and awnings
 - g. Sign removal, repair or replacement
 - h. Critical maintenance, structural or code compliance
 - i. Restoration Projects, including roofs and roof repair
4. Accessibility issues
5. Streetscape improvements projects
6. Site related infrastructure
7. Work required for Building Code compliance
8. New site development, new construction
9. Mitigation, reduction or removal of blight
10. Building interior work, to be approved on a case-by-case basis:
 - a. Permanent improvements that have a life span greater than five years, that are not considered basic or minor improvements, and cannot be easily removed from the structure.
 - b. Mechanical, electrical, plumbing systems upgrades or repairs.

E. PROHIBITED USES OF FUNDS:

1. Refinancing existing debt
2. Marketing property for re-sale
3. Payment of taxes, fines or fees, current or delinquent
4. Payroll of employees related to the redeveloper or associated businesses
5. Cleaning unless it is required as part of an otherwise allowable use of funds
6. Inappropriate restoration activities
7. Inappropriate or non-approved design or materials
8. Interior improvements (unless directly related to an approved exterior project or part of a needed and approved structural or accessibility improvement project) including but not limited to:
 - a. Carpeting, floor coverings
 - b. Painting, wallpaper, window coverings, etc.
 - c. Removable fixtures, furnishings, etc.
9. Professional design and engineering services except as part of an approved project
10. Working capital
11. Financing of inventory

F. APPLICANT CRITERIA:

1. Funding request applications may be submitted to the URA by current property owner(s), or third party developers with an authorization letter from the owner(s) accompanying the application.
2. Approved projects should be ready to begin within six (6) months of approval and shall be completed within eighteen (18) months of approval.
3. Applicant must enter into written agreement with the URA and work with the City/URA on the project.
4. Applicant cannot have any outstanding or unresolved fine, fee, permit, lawsuit or infraction with the City of Depoe Bay.
5. Any agreement or application extensions may only be granted by the URA.
6. Any deviations from the initial submittals must be approved by the URA.
7. Projects may commence prior to funding award, at the Applicant's risk. Applicant acknowledges that submission of the funding application does not bind the URA in any way.

G. FUNDING INFORMATION:

1. Project total cost should be a minimum of \$10,000:
 - a. URA may fund up to 50% of total project cost, in no instance will URA funding exceed \$50,000
 - b. Redeveloper must contribute at least 50% of total project cost
2. Funding is contingent upon budget approval and subsequent availability of funds.
3. Funds will be disbursed on a reimbursement basis ONLY; accurate and timely receipts are required to receive funds from the URA. URA will make every effort to provide timely disbursements upon receipt of written proof of appropriate expenditures. Normally, funds will be disbursed upon completion of the project, however, Redeveloper may request one progress payment prior to completion. A progress payment request shall be accompanied with receipts to support to requested amount.
4. Real property related to the project may not be transferred or sold within five (5) years from the date of the first disbursement of funds. In the event of a sale or transfer, the URA funding contribution will be considered a loan and the full amount of any and all URA funds disbursed shall become due and payable to the URA immediately upon said sale or transfer. Liens for amounts up to the full grant amount may be placed on properties receiving URA funds.

H. APPLICATION and APPROVAL PROCEDURE:

1. Application must be on a Depoe Bay Urban Renewal Grant Funding application form as provided by the URA and must include all necessary and required supporting documentation so as to fully satisfy all of the above-mentioned criteria in order to be deemed complete.
2. All application submissions must be accompanied with the following information:
 - a. Property Owner name and contact information
 - b. Applicant name and contact information if different from above
 - c. Letter of authorization from Owner if Owner is not the applicant
 - d. Project property site address
 - e. Funding amount requested
 - f. Detailed project budget, including sources of funds
 - g. Detailed text and visual (drawings, photos) description of the project
 - h. Current use of property
 - i. Project timeline
 - j. Confirmation that no past-due fines, taxes, fees or outstanding violations of local ordinances or permits relating to the property exist.

3. Application must be submitted not later than the date established by the URA as the cutoff for consideration each fiscal year to be considered for funding award. Approved projects will normally receive funding approval effective on July 1 (beginning of fiscal year following award).
4. Any or all of the following bodies may be involved in the review and/or approval of a proposed project:
 - a. Depoe Bay URA
 - b. Depoe Bay City Council
 - c. Depoe Bay Planning Commission
 - d. City of Depoe Bay Staff, including City Planner
5. All funding requests will require URA approval at a public meeting.
6. Applicants will be notified of application completeness, or the lack thereof, within thirty (30) days of receipt of the application.
7. Applications may be modified, or approved with conditions.
8. Applicants may be asked to present their proposed projects to any of the bodies listed in Section H.4.
9. The URA shall meet to consider and evaluate funding applications. For each application, the URA, based upon the criteria contained in this policy and input received at the meeting, shall determine funding for each project.
10. For each project awarded funding, the URA shall establish a maximum amount to be funded by the URA for the project. The maximum shall not be more than 50% of total project cost, and shall not exceed \$50,000 for any project.
11. For each project awarded funding, the Applicant and URA shall enter into, and fully execute, a written Agreement for the project funding.