



City of Woodburn Grant & Loan Program

Take advantage of this opportunity to remodel & repair your property

Business and property owners in the downtown, along the Young Street Corridor and at the Young/Highway 99E Intersection (see map on reverse side) can apply for funding through the City of Woodburn's newly expanded Grant and Loan Program.

Program information:

- Exterior renovation grants up to \$10,000; interior renovation grants up to \$5,000.
- Loans are available in amounts up to \$25,000.
- Applications may combine grant and loan funds.
- 50/50 match & reimbursement required for grants.
- 3 bids required for work over \$2,500.
- Work must be approved prior to commencement.
- Permits must be obtained before work begins.
- Completed projects must be and approved before grant money is disbursed.
- Funds are dependent upon the availability.
- Local contractors are encouraged.



Eligible projects include:

- Awnings/canopies
- Cornices
- Design & architectural services (up to \$1,000)
- Electrical
- Energy efficient upgrades
- Exterior lighting, painting and cleaning
- Plumbing
- Roofing
- Windows
- Storefronts

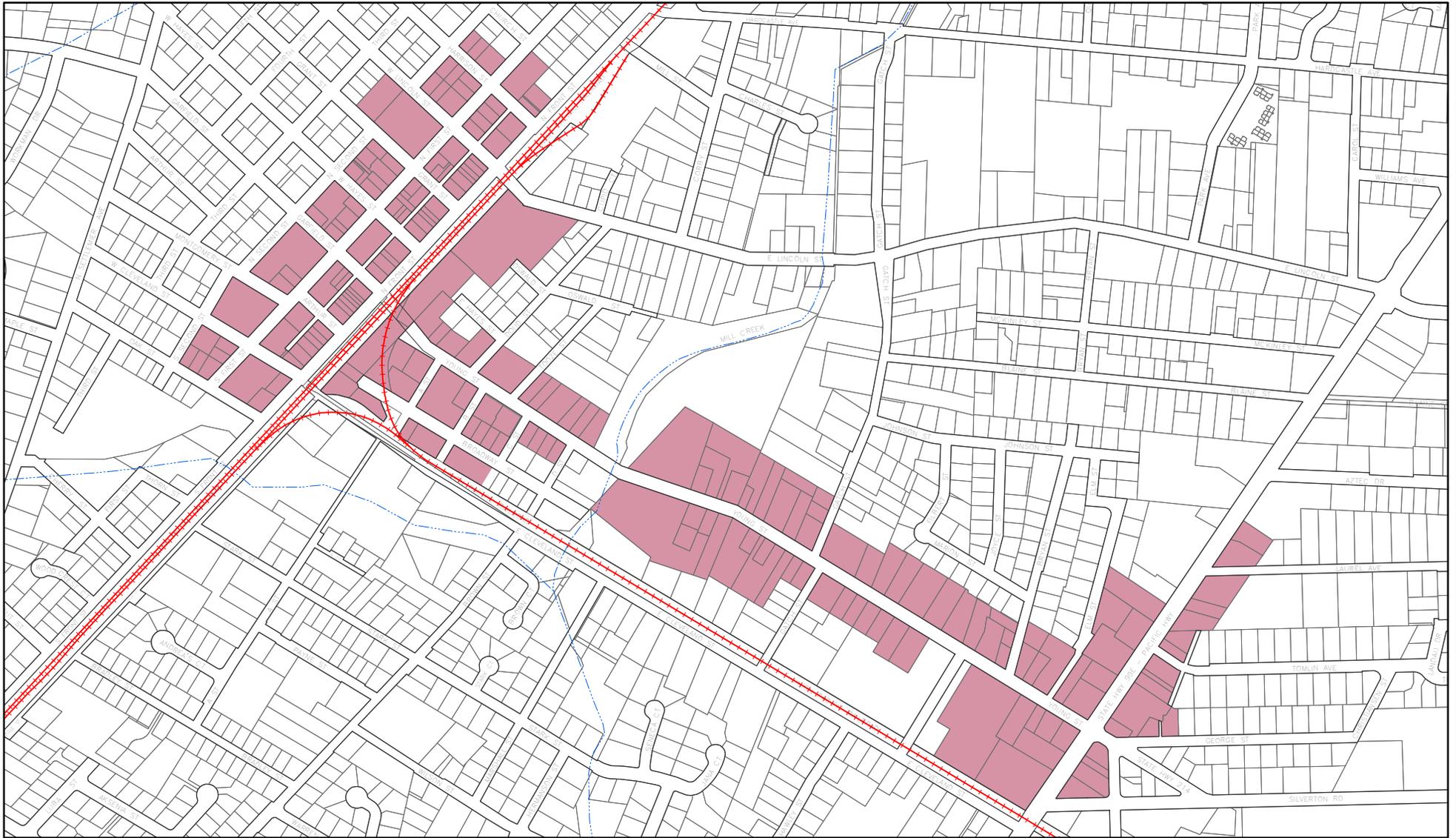
Economic & Development Services

270 Montgomery St, Room 5
Woodburn, OR 97071

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www.ci.woodburn.or.us



Urban Renewal Grant & Loan Program

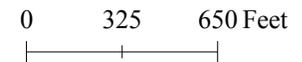


City of Woodburn

Legend

- Streams
- Railroad
- Assessor Taxlots
- Urban Renewal Grant & Loan Program Boundary

Disclaimer: This map is a graphic representation, using the most current information available. However, it should not be considered accurate for scaling.



Public Works Department
GIS/Engineering Division
Plot Date: July 1, 2013

Attachment A

Woodburn Urban Renewal Agency

Grant and Loan Program

Procedures

1. The applicant, prior to applying for the Grant and Loan Program, will meet with staff to discuss proposed improvement plans to determine consistency with the program. Application materials and submittal requirements will also be explained.
2. Upon submittal, and the availability of funds, the application will be evaluated and it will be determined if all the necessary information has been submitted. The applicant will be notified of any deficiencies in the submittal.
3. A report will be prepared for the Grant and Loan Advisory Review Subcommittee (consisting of two Woodburn Urban Renewal Agency Board members and one citizen member) on the proposed application.
4. The Subcommittee will meet to review the application and recommend to the Urban Renewal Agency Board whether to approve the proposal as submitted, deny the proposal or make recommendations for alterations to the design and/or construction.
5. The Subcommittee will consider the following criteria in evaluating the application:
 - That the property is within the Urban Renewal Grant and Loan District.
 - That the proposal complies with the Woodburn Development Ordinance Standards.
 - That the project encourages greater marketability of the downtown, Young Street, and Young/99E Highway Intersection
 - That the proposal will complement the existing historic downtown core and surrounding neighborhoods
 - That the project design works toward restoring the building as closely to its original design as possible
 - That building interiors are improved with a focus on addressing code-related improvements
 - That the project is in the public interest
6. The Urban Renewal Agency Board shall review the application and consider the Subcommittee's recommendation at a regularly scheduled meeting.
7. The applicant shall be notified of the meeting and advised of the Urban Renewal Agency Board's decision in writing.
8. Upon approval by the Urban Renewal Agency Board, the applicant will enter into an agreement with the Woodburn Urban Renewal Agency for the proposed improvements.
9. Upon conclusion of the project, the applicant shall request an inspection of the completed project and present documentation acceptable to the Agency, showing that all work was completed as per the agreement.
10. Invoices must be submitted for reimbursement. No grant money will be disbursed until the project is completed and approved by the Agency.

Attachment B

Woodburn Urban Renewal Agency

Downtown Grant and Loan Requirements

Program Requirements

- 1) Projects must be located within the Urban Renewal & Downtown Development and Conservation Districts as identified below.
- 2) The applicant, after meeting with staff to discuss the proposed project, shall submit a completed Downtown Grant and Loan application and all supplemental materials provided.
- 3) Projects assisted by this program are to be rehabilitation and renovation projects showing significant improvement to the property and must be compatible with the downtown streetscape.
- 4) Exterior projects shall:
 - Comply with the City of Woodburn Downtown Architectural Design and Signage Standards.
 - Shall work towards restoring the building as closely to its original design as possible.
 - Shall be designed, constructed, and maintained to compliment and accept the architectural features of the building. All accessories, signs, awnings, etc. shall likewise compliment the overall character of the building.
- 5) Grants are available for up to \$10,000 for exterior renovation and up to \$5,000 for interior renovation.
- 6) Loans are available to property owners in amounts up to \$25,000 and are secured by a Trust Deed in the amount of the loan.
- 7) Applications may be made for a combination of grant and loan funds.

Eligible Projects:

The following list is not exhaustive, but covers the majority of types of exterior projects that are eligible:

- _ADA accessibility
- _Awnings/canopies
- _Code deficiencies
- _Cornices
- _Design & architectural services (up to \$1,000)
- _Electrical
- _Energy efficient upgrades (some restrictions apply)
- _Environmental remediation
- _Exterior lighting
- _Exterior painting and cleaning

- _Gutters & downspouts
- _HVAC
- _Permits
- _Plumbing
- _Sign installation and hardware
- _Seismic
- _Storefronts
- _Re-pointing
- _Replacement of missing decorative features
- _Removal of non-historic materials or additions
- _Roofing
- _Windows

Ineligible Activities:

- _Administrative costs or payments to borrower for direct labor costs
 - _Building acquisition
 - _Improvements to non-public faces of buildings
 - _Improvements to interiors of single/multifamily residential properties
 - _Inventory or other working capital
 - _Landscape improvements
 - _Property maintenance
 - _Work (wages) not performed by a licensed contractor
- 8) There is a 50/50 match requirement required for the Grant program. Invoices must be submitted for reimbursement. No grant money will be disbursed until the project is completed and is approved by the Agency.
 - 9) Grant and loan funds cannot be used for any work commenced or completed prior to project approval.
 - 10) Grant and loan funds may be used for materials and services provided by licensed contractors.
 - 11) All necessary building, electrical, plumbing permits must be obtained and work inspected and approved.
 - 12) Grants and loans are dependent upon the availability of funds and must be reviewed and approved by the Downtown Advisory Review Subcommittee and the Urban Renewal Agency Board.
 - 13) Projects shall be completed within one year of approval in order to be eligible for reimbursement. Grants provide for a single payment after receipts are provided and all completed work is accepted by the City.

- 14) The Urban Renewal Agency Board may grant one 6 month extension for work to be completed under this program. The applicant must submit a written request for the extension and provide justification for the Board's consideration.
- 15) All work will be done by licensed contractors and the applicant needs to provide at least three bids for every aspect of work greater than \$2,500.
- 16) Business and/or property owners may reapply for grant and/or loan funds until the grant and/or loan limit is reached. They must then wait 12 months to reapply.
- 17) After grant and loan limits have been reached on the property, business and/or property owners may reapply for grant and/or loan funds every 12 months for the same property
- 18) Grant and loan funds are limited to physical improvements to the downtown buildings themselves. Non-permanent improvements, such as purchasing new equipment, do not qualify for this program.
- 19) The Downtown Advisory Review Subcommittee may authorize increased to approved grant and/or loan request when project costs rise above original estimates.
- 20) Requests must be made in writing, must include specific documentation, and are to be submitted prior to commencement of work on the requested project element(s).
- 21) All requests are subject to available funds.
- 22) Project scope remains consistent with the originally approved project, and the request is not associated with a new project element.
- 23) Overall project cost cannot exceed grant and loan fund limitations. Maximum exterior and interior grants are limited to \$10,000 & \$5,000 respectively. Maximum loan amounts cannot exceed \$25,000.
- 24) Property owners may request to convert an Urban Renewal grant into a loan. Upon approval of the Downtown Advisory Review Subcommittee, the property owner must separately apply and qualify for a loan through the Mid-Willamette Council of Governments.
- 25) The Downtown Advisory Review Subcommittee's action shall appear on the Urban Renewal Agency consent agenda as an informal item.

**Attachment C
Woodburn Urban Renewal Agency
Property Owner's Authorization for Completion of Improvement**

Date: _____

City of Woodburn
Economic and Development Services
270 Montgomery Street
Woodburn, OR 97071
Attention: Jim Hendryx

Dear Mr. Hendryx:

This letter will serve as my authorization to allow my tenant,

Name

Address

to proceed with an improvement to the building(s) located at the address specified above in conjunction with the City of Woodburn Grant and Loan Program. I acknowledge and agree that payment of all costs associated with the proposed improvements will be the sole responsibility of the tenant, and that the Woodburn Urban Renewal Agency shall have no obligation to pay any persons providing materials or performing labor or to cause the release of any mechanics or other liens that may be recorded against the above property in connection with the proposed improvements.

Building Owner

(_____) _____
Phone

Address

Attachment D

Woodburn Urban Renewal Agency

Grant and Loan Program

Application

Exterior Grant Interior Grant Loan

1. Applicant

Name: _____

Address: _____

Work Phone: (_____) _____ Home Phone: (_____) _____

E-mail: _____

Legal Form: Sole Proprietorship Partnership Corporation Non-Profit

2. Building or Business to be rehabilitated

Name: _____

Street Address: _____

Tax Map/Lot Number: 051W _____

3. Property Owner

Name _____

Address: _____

Work Phone: (_____) _____ Home Phone: (_____) _____

Property Owner's Signature: _____

4. Loan Program - Give a brief description of the overall proposed improvements and how loan funds will be used to improve the property.

Loan amount: \$ _____

Estimated total cost of improvements: \$ _____

Percentage of loan to total project costs: _____%

5. Exterior Grant Program - Give a brief description of the proposed exterior improvements and a description of how the project complies with the Woodburn Development Ordinance standards.

Loan amount: \$ _____
Grant amount: \$ _____
Total estimated cost of all work: \$ _____
Percentage of grant to total project costs: _____%

6. Interior Grant Program - Give a brief description of the proposed interior improvements and how this work addresses code related improvements.

Grant amount: \$ _____
Estimated cost of all improvements: \$ _____
Percentage of grant to total project costs _____%

The Woodburn Urban Renewal Board will review the proposed redevelopment improvements and advise the applicant of the status or recommend changes.

CERTIFICATION BY APPLICANT

The applicant certifies that all information provided in this application 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 proposed work on the building. Evidence of this authority must be attached.

Applicant's Signature

Date

Return Application To:

James N.P. Hendryx
Economic & Development Services
270 Montgomery St.
Woodburn, OR 97071

Attachment E

Woodburn Urban Renewal Agency

Grant and Loan Program

Checklist

Please submit this checklist as part of your application:

General:

- Application
- Current photograph of property to be improved
- Written description of proposed improvements, how funds will be used to improve the property, including all materials, and paint colors
- Exterior Grant requests – give description of the proposed exterior improvements and a description of how the project complies with the Woodburn Development Ordinance Standards.
- Interior Grant requests - give a description of the proposed interior improvements and how this work addressed code related improvements

Paint:

- Provide samples of the colors chosen and mark which color will be the body color and which will be the accent colors
- Note where each color will be used

Awnings:

- Provide information about the color and style of awning chosen
- Note where the awnings will be placed on the building

Major Façade Alterations:

- Provide a rendering of major changes, including paint and awning colors, where applicable

Signs:

- Provide a color rendering of the design chosen
- Include specifications as to the size and width of the sign
- Note how and where the sign will be hung on the building
- Submit two written estimate from sign companies

Bids:

- Projects costing over \$2,500 require submittal of three estimates

All Projects Proposed by Tenants:

- To be eligible for the grant, tenants need to provide written authorization for the work from the property owner and a copy of a lease agreement

Return the application, supplemental materials and checklist to:

James N.P. Hendryx
Economic & Development Services
270 Montgomery St.
Woodburn, OR 97071