

LARGE RENOVATION GRANTS

FOR COMPLETE BUILDING RENOVATIONS

Terms and Grant Requirements

Application Period: Applications may be submitted at any time. The review process typically takes 30 – 60 days.

Grant Amount : \$10,000 - \$50,000

Grant Requirement: 50/50 reimbursement grant with matching investment
Approval is subject to available funds.

Eligible Grant Recipient

- Property owners Business owners

Eligible Property

- Located within the Large Renovation Grant Boundary
- Commercial and mixed-use buildings *(100% residential properties excluded)*

Eligible Activities

Funds are limited to permanent improvements to buildings. Grant funding may be used for:

- | | |
|--|--|
| <input type="checkbox"/> Materials | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Labor by licensed contractors | <input type="checkbox"/> Cabinetry |
| <input type="checkbox"/> HVAC | <input type="checkbox"/> Energy-efficient upgrades |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Code-related improvements |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Seismic upgrades |
| <input type="checkbox"/> ADA accessibility | <input type="checkbox"/> Internal demising/partition walls |
| <input type="checkbox"/> Environmental remediation | <input type="checkbox"/> Doors |
| <input type="checkbox"/> Flooring | <input type="checkbox"/> Other _____ |

Project Requirements

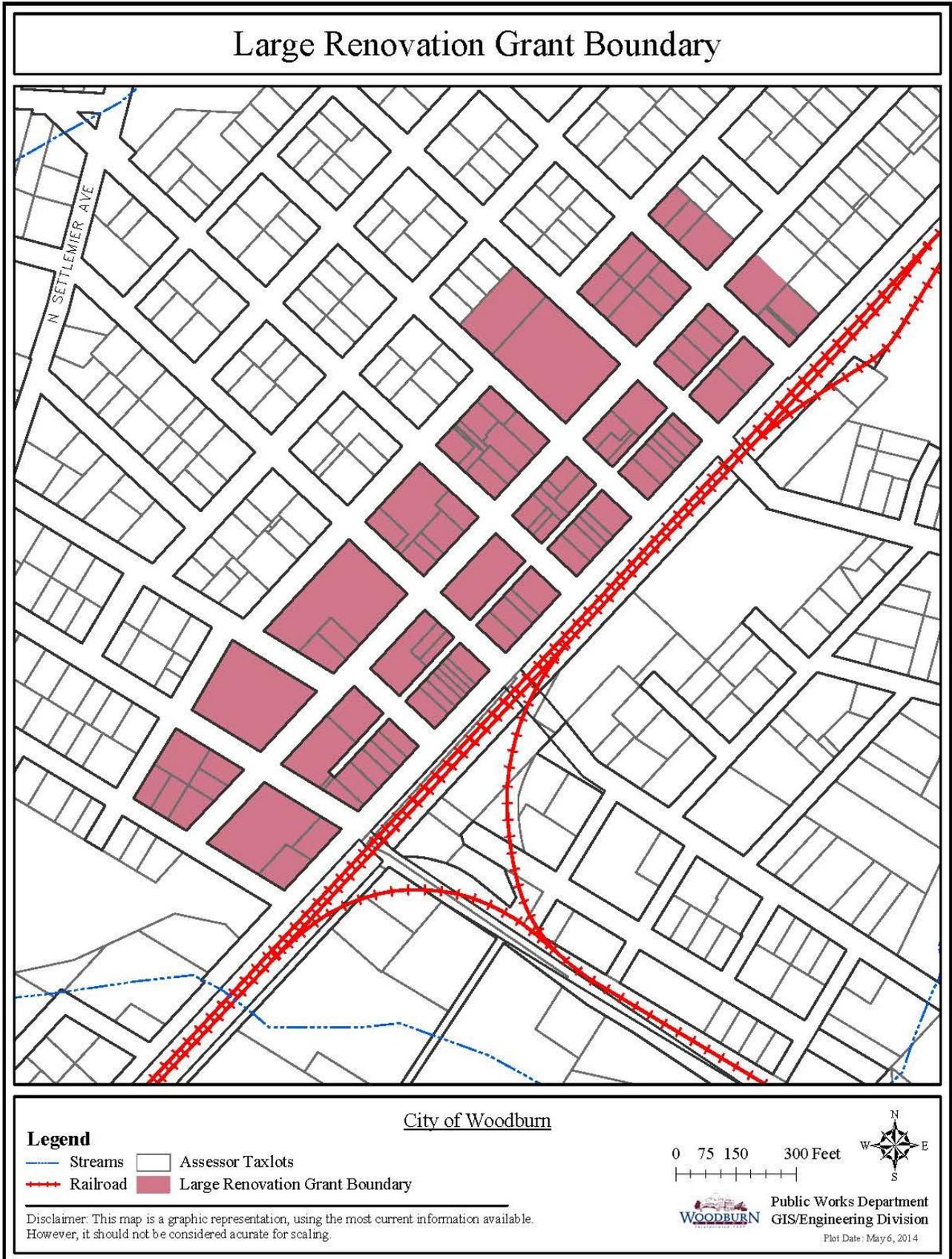
- All work must commence after project approval. Work completed prior to approval is ineligible for funding.
- Improvements must be completed within one year of approval. Applicants may request a six month extension.

Application Process

- Submit complete application
- Schedule a site inspection with City
- Sign *Grant Agreement*

Reimbursement Process

- Schedule a site inspection with City
- Sign *Completed Work Statement*
- Submit invoices and W-9



LARGE RENOVATION GRANT APPLICATION

1. Applicant

Name: _____

Address: _____

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

E-mail: _____

Sole Proprietorship Partnership Corporation Non-Profit

2. Building or business to be rehabilitated

Name: _____

Street Address: _____

Tax Map/Lot Number: _____

3. Property owner

Name _____

Address: _____

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

4. Brief description of project

Grant amount: \$ _____

Estimated cost of all improvements: \$ _____

Percentage of grant to total project costs _____ %

Supplemental Questions

On separate sheets, please respond to the following questions. Applicants are encouraged to provide additional supplemental materials such as market studies, cost studies, and maps. *Any materials which the applicant believes is trade secret should be marked as such. Public Records law shall apply to all materials submitted.*

- A. **Rehabilitation Plans.** Describe all major building systems to be rehabilitated or replaced. Please provide any preliminary plans or drawing.
- B. **Catalytic Impact.** All projects must support the following Urban Renewal Goals. Please check the boxes that apply to your project and explain below. Please provide any supplemental research or data that supports your findings.
- Eliminate conditions of blight**—Address blighted conditions including underutilized land and/or deteriorated buildings and structures
 - Promote economic development**— Enhance the downtown’s attractiveness as a place to live, work, or seek entertainment
 - Create jobs**— Bring new employers and employment opportunities to the Woodburn community
 - Community benefit** — Create amenities for the Woodburn community
 - Physical impact** – Improve the attractiveness of the property and downtown
- C. **Budget.** A minimum of three estimates must be obtained for the budget. Please attach a proposed project budget with all bids. Provide a breakdown that shows all major costs including demolition, environmental remediation costs (if any), design and architectural fees, any proposed developer fees or other fees paid to the developer or related parties, and construction costs.

Additional information may be requested by the Downtown Advisory Review Subcommittee or the Urban Renewal Agency Board.

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.

Applicant acknowledges and agrees the 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.

Applicant's Signature

Date

ACKNOWLEDGMENT BY PROPERTY OWNER (if different than Applicant)

The Property Owner hereby acknowledges all the above terms of this application and agrees that the 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.

Property Owner's Signature

Date

Return application to:

Urban Renewal Manager

270 Montgomery Street

Woodburn, OR 97071

Phone: 503-980-2485

E-mail: robyn.stowers@ci.woodburn.or.us