

## SMALL RENOVATION GRANTS

### FOR SMALL RENOVATION PROJECTS

#### Terms and Minimum Requirements

Application Period:	Applications may be submitted at any time, but will only be reviewed in January, April, July and October.
Maximum Exterior Grant:	\$10,000 <i>(may reapply annually)</i>
Maximum Interior Grant:	\$5,000 <i>(may reapply annually)</i>
Grant Requirement:	25% reimbursement grant with matching investment <i>Approval is subject to available funds.</i>

#### Eligible Grant Recipient

- Property owners
- Business owners

#### Eligible Property

- Located within the Urban Renewal Grant and Loan District  
*100% residential properties only qualify for exterior grants*

#### Eligible Activities

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

- Materials
- Labor by licensed contractors
- HVAC
- Electrical
- Plumbing
- ADA accessibility
- Environmental remediation
- Flooring
- Lighting
- Cabinetry
- Energy -efficient upgrades
- Code-related improvements
- Seismic upgrades
- Internal demising/partition walls
- Doors
- 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 one six month extension, to revise project scope, and to increase grant amount.

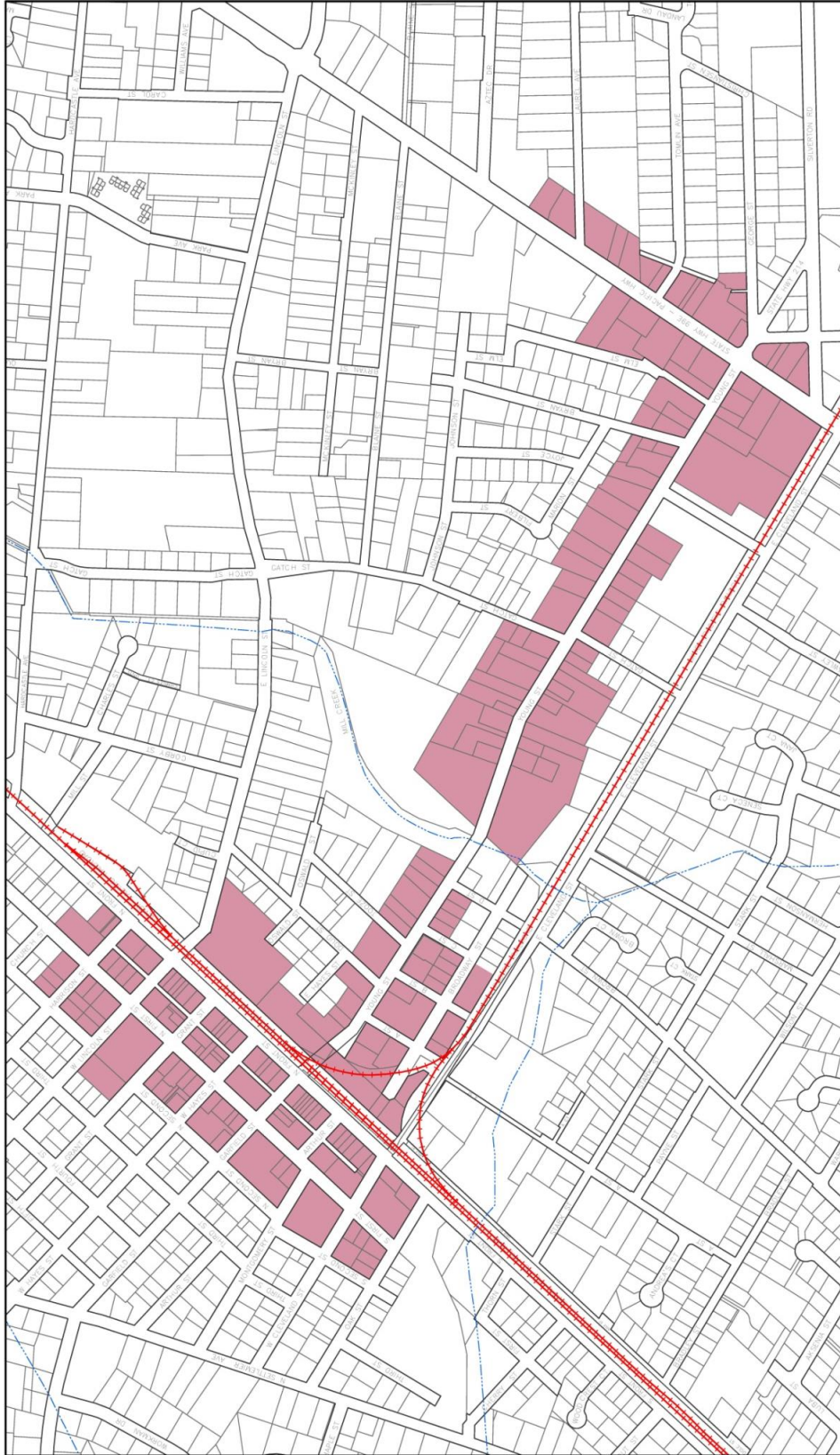
#### Application Process

- Submit complete application & W-9
- Schedule a site inspection with City
- Sign *Grant Agreement*

#### Reimbursement Process

- Submit invoices & receipts
- Schedule a site inspection with City
- Sign *Completed Work Statement*

Urban Renewal Grant & Loan Program



City of Woodburn

**Legend**

- Streams
- Assessor Taxlots
- Railroad
- 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.



0 325 650 Feet

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

Exhibit A

## SMALL RENOVATION GRANT APPLICATION

Exterior Grant (\$10,000)

Interior Grant (\$5,000)

### 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. Exterior Grant - Give a brief description of the proposed improvements and provide three bids for every aspect of work greater than \$2,500.

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Grant amount: \$ \_\_\_\_\_

Total estimated cost of all work: \$ \_\_\_\_\_

Percentage of grant to total project costs: \_\_\_\_\_%

**5. Interior Grant - Give a brief description of the proposed improvements and provide three bids for every aspect of work greater than \$2,500.**

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Grant amount: \$ \_\_\_\_\_

Estimated cost of all improvements: \$ \_\_\_\_\_

Percentage of grant to total project 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. The Applicant represents to the City that this Agreement has been duly authorized by all necessary action on the part of the Applicant and no other corporate or other action on the part of the Applicant is legally required. If the Applicant is not the owner of the property to be rehabilitated, the Applicant certifies that it has the legal authority to sign and enter into an agreement to perform the proposed work on the building. Evidence of this legal authority must be attached.

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](mailto:robyn.stowers@ci.woodburn.or.us)