



# City of Umatilla Downtown Revitalization Grant Program

Welcome to the City of Umatilla Downtown Revitalization Grant Program. This program is available to commercial and mixed-use buildings in the Downtown District. The city has set aside funds to provide up to **\$26,500 annual match** for eligible improvements.

## **Application Process:**

To apply for a grant, review and complete Sections 1 thru 8 of the application. Grants will be accepted for submittal twice yearly (May 15<sup>th</sup> to May 31<sup>st</sup> and November 15<sup>th</sup> to November 31<sup>st</sup>). **This application must be submitted and approved PRIOR to work commencing.** Submit the completed application to the City of Umatilla, Community Development Department, 700 6<sup>th</sup> St Umatilla, OR or via email to Esmeralda Horn at: [esmeralda@umatilla-city.org](mailto:esmeralda@umatilla-city.org)

**Section 1** – Applicant Information

**Section 2** – Project Information

**Section 3** – Submittal List

**Section 4** – Grant Request and Approval Process

**Section 5** – Grant Funds Distribution Process

**Section 6** – Signature

## City of Umatilla Downtown Revitalization Grant Program Application

### Section 1 – Applicant Information

Company/Business Name: \_\_\_\_\_

Address of Subject Property: \_\_\_\_\_

Assessor Tax Lot Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Applicant is the:  Building Owner  Tenant

#### **Building Owner Information (if different from applicant):**

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Signature of Building Owner indicating consent for improvements: \_\_\_\_\_

## Section 2 – Project Information

Project Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

Estimated Budget for Proposed Project: \$ \_\_\_\_\_

A general description of the overall project scope is appreciated (here). Also, applicants are encouraged to prepare a written response to the approval criteria.

Will you be using a contractor for this project?  Yes  No

If yes, please supply the following contractor information:

Contractor Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Attach a copy of the cost estimate from the contractor

Note: At least one competitive bid must be provided for service estimates greater than \$500.00. For projects that do not use a contractor, only materials will be reimbursed (not labor or tools).

## Section 3– Submittal List

Please attach copies of the required submittals to this application.

- Photographs clearly showing existing conditions of the building to be improved.
- Drawings or sketches showing the proposed improvement(s) on the building and placement of other features around the building, if applicable.
- Exact color samples of paint and other materials to be used for the proposed improvement(s).
- Cost estimate for the project (itemized).
- Written statement explaining how proposed changes demonstrate compliance with downtown design standards.

## Section 4 – Grant Request and Approval Process

Estimated total budget for proposed project (listed in Section 3): \$ \_\_\_\_\_

Portion of estimated budget that qualifies: \$ \_\_\_\_\_ x .25 = \$ \_\_\_\_\_

Total Grant Amount Requested (not to exceed \$26,500): \$ \_\_\_\_\_

### Approval Process:

- Upon receipt of a completed application, a three (City Council will review the application and will make a decision shortly after the submittal deadline date. Staff may contact you ahead of the deadline to clarify the project scope.
- Approval is based upon: 1) Readiness to proceed, 2) visual prominence of the building/location, 3) ability to demonstrate compliance with applicable building design standards 4) restoration of historical elements (if applicable) and 5) leverage of other project funds as available.
- Conditions of Approval may be applied to ensure compliance with the code standards of the Downtown district, which may be identified as part of the Grant Approval Agreement.
- Staff may choose to forward an application to the City Council for review.
- **Grant recipients are required to sign the agreement before construction begins.**  
If an application is not approved, the City of Umatilla will provide a written explanation and may include recommendations for steps that may be taken to receive approval.

## Section 5 – Grant Funds Distribution Process

- Funds are limited to the annual budget process (\$50,000 total amount available in FY 19-20)
  - (1) No more than 80% of the annual program budget can be spent in Round 1
  - (2) All remaining budgeted funds may be awarded in Round 2 (though, not required)
- Minimum Grant Match Requirement = 25%. Applicants can request a larger personal match, if desired
- Maximum Grant Award Not to Exceed \$26,250
- All awards from the City Council are final.
- Recipients will receive a Notification of Award from CDD upon Council approval
- Grant monies will be issued after project is complete.
- Projects must be completed within 6 months of approval. Upon completion of a project,
- City staff must be contacted for a site inspection. If the staff finds that the project complies with all standards and conditions above and with the pre-approved plans submitted with the application, the City shall provide the agreed upon amount of funding.
- If a contractor was used, a copy of the invoice and proof of payment must be provided to the City before funds can be released.
- If a contractor was not used, receipts accompanied by proof of payment must be provided before reimbursement can be issued.
- All receipts must be received within 30 days of project completion.
- Only materials may be reimbursed for projects that do not use a contractor (cost of shipping, tools/machinery and labor are not reimbursable items).
- Funds shall then be disbursed within thirty (30) days from the date invoices are received.
- In order to encourage multiple business to apply and to disperse the distribution across several businesses, no applicant may:
  - (1) Receive more than three awards over the past four years, and
  - (2) Receive more than \$52,500 in total awards over the past four years, and
  - (3) Receive more than two awards per round (applicant may apply for more than one faced grant improvement per round if they can clearly demonstrate that they have two unique improvement projects.

## Section 6 - Signature

I agree that the information provided above and within is accurate and correct to the best of my knowledge.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_