



# City of Umatilla

## LOCAL BUSINESS GRANT

### PROGRAM DETAILS

- Target projects are those that will add considerable new assessed value
- Maximum grant: \$27,500 // Minimum Project Cost: \$5,000
  - Additional application/projects per property may be considered, but in a competitive scenario, preferences will be given to properties that have not already received grant funding in the same fiscal year.
- Local Business Grant reimburses up to 75% of the eligible project costs.
- Grant awards are recommended by the Community Development Department and are awarded by the City Council, at their sole discretion.
- Funds will be provided on a reimbursement basis.
- Grant applications are accepted year-round and are recommended for award to City Council quarterly on the first Tuesday of January, April, July and October.
- Approved projects must be completed within one year of formal approval, unless otherwise agreed to in writing.
- In order to encourage multiple businesses to apply and to disperse the distribution across several business, no applicant may
  - Receive more than three awards over the past four years, and
  - Receive more than \$52,500 in total awards over the past four years, and
  - Receive more than two awards per round (applicant may apply for more than one grant per round if they can clearly demonstrate that they have two unique improvement projects)

### PROPERTY/APPLICANT ELIGIBILITY

Grants may be awarded to a property owner or business tenant provided there is a signed lease agreement or letter of intent to lease in place between owner and tenant, which must be submitted together with the application, with a duration of at least one year. Additionally, the following criteria must be met:

- Property must be located inside in City limits
- All for-profit and nonprofit organizations are eligible to apply.
  - Priority funding given to for-profit organizations.
  - Priority funding is also given to local and regional businesses over national chains/franchises.

### ELIGIBLE PROJECTS

- Acquisition of real property as determined by County Assessor's Real Market Value or bona fide appraisal completed within the previous 12 months. Application must be accompanied by a viable development plan and timeline.
- Design Services (site planning, architectural, etc.)
- Site Prep {environmental, cultural, demolition/excavation/grading, etc.}
- System Development Charge Reduction or Waiver

- Interior Improvements (paint, flooring, fixtures, walls/ceilings,) (*does not include energy improvements*).
- Commercial Equipment (refrigeration, kitchen equipment, office furniture, etc.)
- Façade Improvements (street facing elevations)
- Other improvements as approved by staff/Council as aligned with program goals

## **PROCESS**

1. A pre-application consultation with the Community Development Department (CDD) is recommended, but not required.
2. Identify scope of work and obtain bids as needed.
3. CDD requires at least one bid at the time of application. 2-3 competitive bids may be required before approved work may commence. This will be determined at staff's full discretion and communicated in a Notice of Award at the time of decision. Projects exceeding \$10,000 will automatically require at least 2 competitive bids before approved work may commence.
4. Complete and return Application with supporting documents.
5. Please allow CDD time to review of at least two weeks prior to Council meeting for recommendation.
6. Council determines grant award. If approved, CDD will issue a Notice of Award, which may include funding conditions, with a defined award amount.
7. Obtain additional bids, regulatory approvals, and permits as needed.
8. Contract for approved scope of work.
  - Applicants may complete some onsite work themselves, with CDD approval. However, components of projects requiring building permits must be completed by a licensed and insured contractor. Labor performed by applicant will be considered in-kind match toward the total project cost according to the Federal Independent Sector Volunteer Rate (currently \$29.95/hour 04/2022).
9. Complete final inspection and close permits. Completed work is reviewed by CDD, as necessary.
10. Funds are disbursed to applicant on a reimbursement basis after all funding conditions have been met and paid invoices are submitted with photos of final project and reviewed by CDD.
  - CDD will hold 10% of all project awarded funds until project completion.
  - No more than 3 reimbursement requests per project.

## **GOALS**

Projects should accomplish one or more of the goals listed below. Projects that do not have a clear or direct connection of these goals may be funded at a lower level or not at all.

- Grow taxable/assessed values, especially through new development projects {not required}
- Add pedestrian oriented amenities
- Visually enhance the building and business district
- Convert/create upper-level resident space for occupancy
- Fill commercial space vacancies
- Attract/accommodate new businesses that encourage walkability connections between businesses, especially retail and businesses open after 5:00pm
- Create jobs
- Enhancement or Preservation of existing architectural features

# LOCAL BUSINESS GRANT APPLICATION

Date Received: \_\_\_\_\_



BUILDING/BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Please include the following *required* items to complete your application:

- Application with Owner Authorization {if the Applicant is not the property owner}
- Lease Agreement or Letter of Intent to Lease between property owner and tenant
- "Before" photographs of the property
- Any architectural drawings, plans, elevations, or sketches related to this project {for construction projects}
- Applicants W-9

## APPLICANT INFORMATION

Name:		Property Address:	
Mailing Address:			
Phone:		Email:	

## PROPERTY OWNER INFORMATION (If different from Applicant)

Name:		Property Address:	
Mailing Address:			
Phone:		Email:	

## BUSINESS INFORMATION

Describe the business that occupies or will occupy the improved space. Please include hours of operation and the anticipated hours with the most customers/traffic:

## ABOUT THE PROPOSED PROJECT

Describe the proposed project:

How does your proposed project help the city accomplish its goals and objectives?

Number of New Jobs Created: \_\_\_\_\_

What other relevant information would you like to share regarding your project and why it should be funded?

Will you be applying for or have you applied for other City grants? Yes No

If yes, which grant: \_\_\_\_\_ Amount: \_\_\_\_\_ When: \_\_\_\_\_

**PROJECT BUDGET** (please attach any bids received for this project – if over \$10,000)

ACTIVITY	CONTRACTOR/VENDOR	COST ESTIMATE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
<b>TOTAL</b>		<b>\$</b>

## PUBLIC INFORMATION NOTICE

All information submitted by Applicants shall be public records and subject to disclosure pursuant to the Oregon Public Records Act {ORS 192.410 et seq.}, except such portions for which Applicant requests exception from disclosure consistent with Oregon law. Any portion of a submittal that the Applicant claims constitutes a “trade secret” or is “confidential” must meet the requirements of ORS 192.501(2) and ORS 192.502(4). Applicant must clearly identify such material, by marking it “CONFIDENTIAL,” and provide separate notice in writing of the status of this material to the official contact.

## OWNER AUTHORIZATION (Only required if Applicant is not the property owner)

I, \_\_\_\_\_, am the owner of the property located at \_\_\_\_\_ in Umatilla, Oregon. I hereby give authorization for \_\_\_\_\_, the Applicant, to alter my building. I do not waive the right to review and approve any proposed project before it commences.

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

Signature of Owner: \_\_\_\_\_ // Date: \_\_\_\_\_

## STATEMENT OF UNDERSTANDING AND CERTIFICATION BY APPLICANT

I, \_\_\_\_\_, {The Applicant} certify that I am authorized to sign on behalf of the Applicant entity. I understand that the City Council must approve the proposed project, with Notice of Award issued in writing, in order to be eligible for reimbursement. Certain changes or modifications may be required by CDD prior to final approval. A Notice of Award will not be issued before the CDD has received the necessary bids for the approved work. Any work started before the Notice of Award is issued may not be eligible for reimbursement. Furthermore, changes to the scope of work must be approved by CDD prior to initiating the work in order for that work to be eligible for reimbursement.

If approved, the applicant hereby authorizes the CDD, and those acting within the City’s authority, to use before and after photographed images of this project, both in print and online.

The applicant certifies that all information in this application, and all information furnished in support of this application, is true and complete to the best of the Applicant’s knowledge. Verification of any of the information contained in this application may be obtained by staff.

Projects including funds for acquisition of real property must maintain ownership of said property for a term of five years from the Notice of Award. If transfer or sale of property occurs within five years applicant shall repay in full all funds used for acquisition of property to the City.

Name of Applicant: \_\_\_\_\_

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

