Hermiston Urban Renewal District

Façade Grant Guidelines

The objective of the façade grant program is to enhance the appearance and viability of the urban renewal area. The grants are intended to improve the exteriors of commercial buildings in the urban renewal district. Grants are based on a matching basis. Grants are considered for up to 50% of the project budget up to a maximum award of $10,000. For example, a $20,000 project would be eligible for a maximum of $10,000 match. A $15,000 project would be eligible for a maximum of $7,500 match. Applications will be reviewed by the façade grant committee. The urban renewal district façade funds are available on a first come/first served basis and grant awards are competitive.

Grant Purposes

- Improve the aesthetics of the Hermiston commercial core
- Encourage investment in the downtown
- Rehabilitate aging building exteriors to improve longevity and appearance
- Encourage expansion of downtown commercial development and conversion of residential uses to commercial use

Eligible Properties

To be eligible for a façade improvement grant a property must be:

- Located within the boundary of the urban renewal district (see Exhibit A)

And

- An existing commercial property proposed for renovation or remodeling

Or

- A new commercial property proposed for construction and wishing to contribute to an enhanced streetscape

Or

- An existing residential property proposed for conversion from residential to commercial use

Eligible Improvements

Grants funds may be used for exterior improvements only. Façade grant applications should encompass improvements which enhance the property value and contribute to a vibrant downtown. Projects which are routine maintenance with little enhancement value will not score highly in grant consideration. Examples of potential improvements eligible for matching funds include:

- Repair, installation, or restoration of exterior masonry or siding

- Repair, installation, or restoration of windows, doors, awnings, or decorative architectural elements
- Repair or installation of exterior lighting
- Repair, installation, or restoration of a wall sign, projecting, or free-standing sign
- Landscape or streetscape elements
- Decorative or functional public art, such as decorative benches or trash enclosures
- Other exterior improvements as approved at the discretion of the façade improvement committee

Grant Awards

Grants will be awarded only when an applicant has demonstrated a willingness to commit private funds to the improvements. Grants are considered for up to 50% of the project budget up to a maximum award of $10,000. For example, a $20,000 project would be eligible for a maximum of $10,000 match. A $15,000 project would be eligible for a maximum of $7,500 match. Under special circumstances benefiting the not only the district but the city as a whole and private investment exceeding $75,000, the district may increase the total match available at the discretion of the committee. The façade grant committee will review each application and determine the percentage and amount of award based on the following criteria:

1. Are the proposed improvements consistent with type of architectural features found in the existing historical buildings in the district (see Exhibit B)
2. Does the proposed improvement contain features designed to contribute to aesthetic enhancement?
3. Will the proposed improvements contribute not only to the enhancement of the commercial use, but the downtown as a whole?
4. Are the proposed improvements compatible with the overall downtown character?
5. Are the proposed improvements designed to contribute to the long-term health of the district? For example, landcape improvements are not as durable as masonry.
6. Will the proposed improvements enhance the value of the property and provide a good return on investment for the district?

Application Procedure

In order to apply for a façade grant, an applicant must follow the following procedure:

1. Meet with urban renewal staff to discuss the proposed improvement and grant amount. City of Hermiston planning and administrative staff work on behalf of the urban renewal agency.
2. Prepare a written description of the proposed improvements. A description should include a text description of the construction proposed, a copy of construction drawings, a proposed budget, and any other information the applicant feels is relevant to the application.
3. Prepare a grant application with all supporting documentation.
4. The façade grant committee will review the application at the next available meeting and make a recommendation to the urban renewal agency board of directors.
5. The urban renewal agency board of directors will review the application and make a decision on the grant award.
6. Grant funds will be disbursed as a reimbursement after the improvements have been constructed in accordance with the application materials.

Conditions of Grant Awards

- Grants are awarded based on available funds and are first come/first served
- To insure the broadest possible coverage within the district, grant awards are limited to one grant per property
- The façade grant committee may request design modification to better insure compatibility within the district
- Construction may not start until after the grant is awarded. Grant funds may not be used for reimbursement of work started or completed prior to grant award
- Grant funds may be used for both labor and materials costs.
- Receipts and expense documentation must be submitted prior to any grant fund disbursement
- Competitive estimates are encouraged. Projects must document that at least three contractors were contacted if an outside contractor will be used. If the applicant will do the construction work in-house, grant funds will cover materials only. Three estimates are not required but the date and time of each request for an estimate shall be submitted as part of the application packet.
- Applicant is responsible for obtaining all necessary permits for construction work. Permit costs are not reimbursable.
- Urban renewal staff will perform periodic inspections of the construction work to insure all work is in compliance with the original design considered

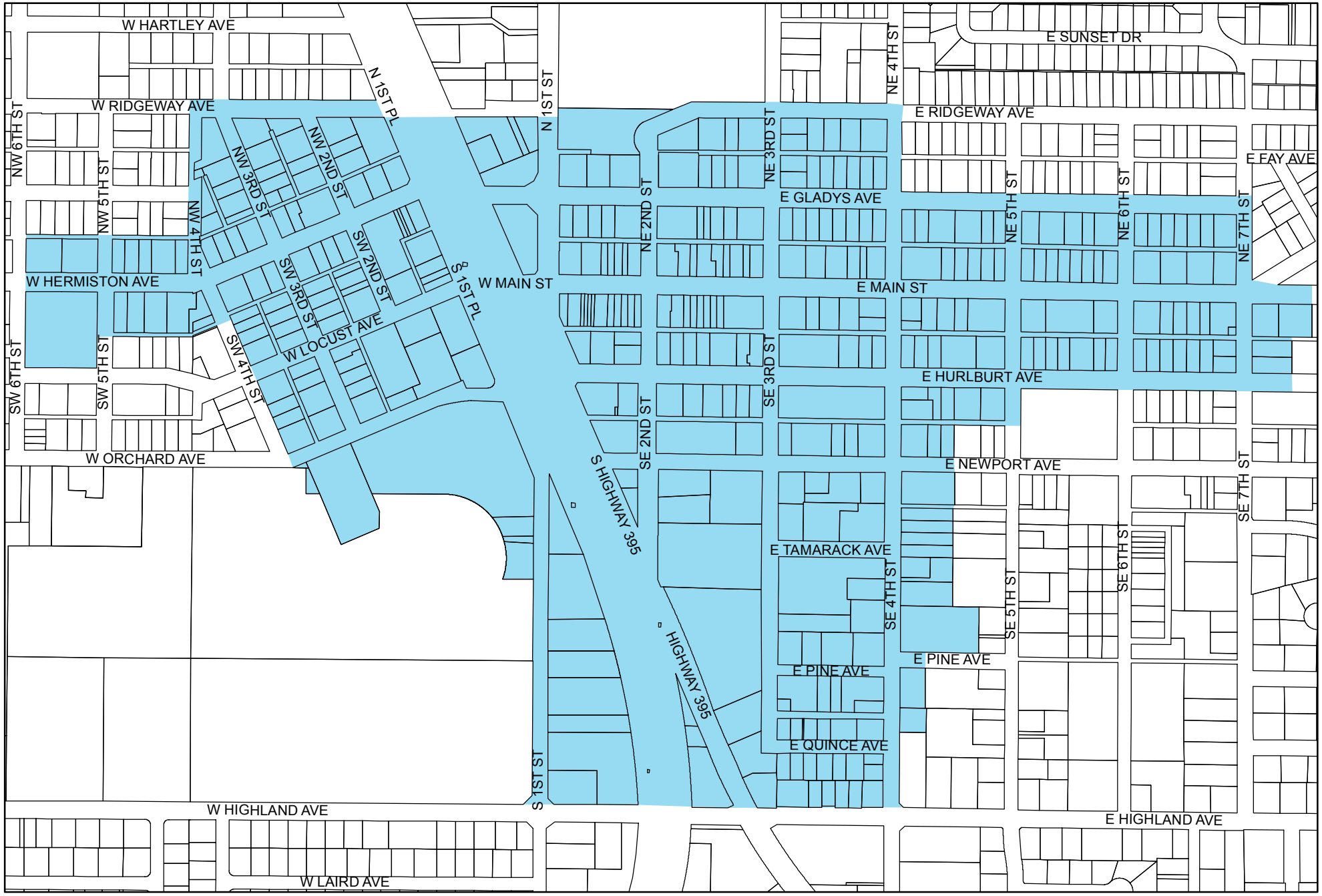
Reimbursement Procedures

Following completion of construction, the urban renewal agency will review the improvements for consistency with the approved grant award. When requesting reimbursement, a grant awardee shall:

1. Submit a written request for reimbursement and include supporting documentation in the form of contractor invoices, materials receipts, and proof of payment.
2. When a request is received, urban renewal staff will visit the site and verify installation of improvements.
3. Staff will authorize release of funds once the installation is verified and supporting documentation reviewed.
4. Payment will be issued within 30 days of approval.

For additional information, contact:
Clint Spencer or Mark Morgan
City of Hermiston
180 NE 2nd Street
Hermiston, OR 97838
(541)567-5521
cspencer@hermiston.or.us
mmorgan@hermiston.or.us

Exhibit A - Hermiston Urban Renewal District



Source: City of Hermiston, Umatilla County, ESRI

Spencer 1-29-14

Exhibit B – Downtown Historic Buildings

Figure 1: 366 E Hurlburt Ave (Hermiston Irrigation District Building)

Figure 2: 213 E Gladys Ave (Carnegie Building)

Figure 3: 201 E Main St (Skinner Building)

Figure 4: 201 W Hermiston Ave (Donovan Bland Building)

Figure 5: 106 E Main Street (Bliss Building)

Hermiston Urban Renewal Agency

Application for Façade Improvement Grant

Name of Applicant			
Property Address			
Property Owner *(if different)*			
Owner Address *(if different)*			
Business Name			
Phone Number		E-Mail	
Project Description			
Grant Request		Project Budget	
Start Date		End Date	
Applicant Signature		Date	

Please attach to this form copies of the project budget, construction drawings, property owner consent, an itemized list of improvements, and other items that are pertinent to the project.

Façade Grant Application Review

Applicant _____

Review Date _____

Scoring 0 pts to 10 pts

0 points = Does not meet the criteria
5 points = Meets most of the criteria
10 points = Fully meets the criteria

Criteria	Score
Are the proposed improvements consistent with type of architectural features found in the existing historical buildings in the district	
Does the proposed improvement contain features designed to contribute to aesthetic enhancement?	
Will the proposed improvements contribute not only to the enhancement of the commercial use, but the downtown as a whole?	
Are the proposed improvements compatible with the overall downtown character?	
Are the proposed improvements designed to contribute to the long-term health of the district? For example, landcape improvements are not as durable as masonry.	
Will the proposed improvements enhance the value of the property and provide a good return on investment for the district?	
Total	

The maximum score possible for a grant is 60 points. An application meeting all of the review criteria would be eligible for a full 50% match. An application meeting a portion of the criteria would be eligible for a lesser match percentange. Grants are considered for up to 50% of the project budget up to a maximum award of $10,000. For example, a $20,000 project would be eligible for a maximum of $10,000 match. A $15,000 project would be eligible for a maximum of $7,500 match.

Based on the scoring by the committee, grants are awarded using the following percentages:

48-60 points: 50% match
36-47 points: 40% match
24-35 points: 30% match
12-23 points: 20% match
1-11 points: 10% match