www.oregonmetro.gov

MAKING A GREAT PLACE

Metro

Enterprising Places Storefront improvement grant application handbook 2016

Applications will be accepted and reviewed quarterly until all available program funds have been awarded. Apply early for the best chance of securing grant funds. Quarterly deadlines for submitting a pre-application in 2016 are: Jan. 15, April 8, July 8 and October 14.

Translation Services

Metro provides grants to renovate the storefronts of commercial buildings. In eligible locations, projects that meet program goals may be awarded matching grants of up to $50,000. The following pages describe the program requirements and the grant application process. Metro offers translation and interpretation services at no cost to you. For more information, please contact Lisa Miles at 503-797-1877 or lisa.miles@oregonmetro.gov.

Servicios de Traducción

Metro ofrece subvenciones para renovar las fachadas de los edificios comerciales. En lugares elegibles, los proyectos que cumplan con los objetivos del programa podrán concederse subvenciones equiparadas de hasta $ 50.000. Las siguientes páginas describen los requisitos del programa y el proceso de solicitud de subvención. Metro ofrece servicios de traducción e interpretación sin costo alguno para usted. Para obtener más información, por favor comuníquese con Lisa Miles en 503-797-1877 o lisa.miles@oregonmetro.gov

Услуги перевода

Metro предоставляет гранты на ремонт витрин коммерческих зданий. В подходящих местах, проекты, которые отвечают программным целям могут быть награждены долевые субсидии в размере до $ 50000. Следующие страницы описывают требования программы и процесс заявки на грант. Metro предлагает услуги письменного и устного перевода без каких-либо затрат для Вас. Для получения более подробной информации, пожалуйста, свяжитесь Лиза миль в 503-797-1877 или lisa.miles@oregonmetro.gov.

翻譯服務

地鐵提供贈款改造商業建築的店面。在符合條件的地區，符合規劃目標的項目可能會獲得相匹配的高達50,000美元的贈款。以下頁面描述程序的要求和資助申請程序。地鐵提供筆譯和口譯服務，沒有你的成本。欲了解更多信息，請聯繫麗莎·邁爾斯在503-797-1877或lisa.miles@oregonmetro.gov。

번역 서비스

메트로는 상업용 건물의 상점을 쳐도 보조금을 제공합니다. 대상 지역에서는 프로그램의 목표를 달성 프로젝트는 최대 5 만 달러의 보조금을 일치 수여 할 수있다. 다음 페이지는 프로그램의 요구 사항과 보조금 신청 절차에 대해 설명합니다. 메트로는 당신에게 무료 번역 및 통역 서비스를 제공합니다. 자세한 내용은 503-797-1877 또는 lisa.miles@oregonmetro.gov 리사 마일에 문의하시기 바랍니다.

dịch vụ dịch thuật

Metro cung cấp các khoản tài trợ để cải tạo các cửa hàng của các tòa nhà thương mại. Ở các vị trí đủ điều kiện, dự án đáp ứng các mục tiêu chương trình có thể được trao tặng phù hợp với khoản tài trợ lên đến $ 50,000. Các trang sau đây mô tả các yêu cầu của chương trình và quá trình xin tài trợ. Metro cung cấp dịch vụ dịch thuật miễn phí cho bạn. Để biết thêm thông tin, xin vui lòng liên hệ với Lisa Miles tại 503-797-1877 hoặc lisa.miles@oregonmetro.gov.

خدمات الترجمة

يوفر المترو منح لترميم واجهات المحلات من المباني التجارية. في مواقع مؤهلة، قد يتم منح المشاريع التي تحقق أهداف البرنامج مطابقة منح تصل إلى 50،000 دولار. الصفحات التالية تصف متطلبات البرنامج وعملية طلب المنحة. تقدم المترو خدمات الترجمة التحريرية والفورية في أي تكلفة عليك. لمزيد من المعلومات، يرجى الاتصال ليزا مايلز في 503-797-1877 أو lisa.miles@oregonmetro.gov.

TABLE OF CONTENTS

STOREFRONT IMPROVEMENT GRANT GUIDELINES 1

Who can apply? 1

How much funding is available? 2

Minimum requirements 2

Project investment criteria 2

Eligible types of improvements 3

Ineligible types of improvements 3

STOREFRONT IMPROVEMENT GRANT APPLICATION INSTRUCTIONS 4

Pre-application 4

Interview and site visit 4

Full application 4

Application review and selection process 4

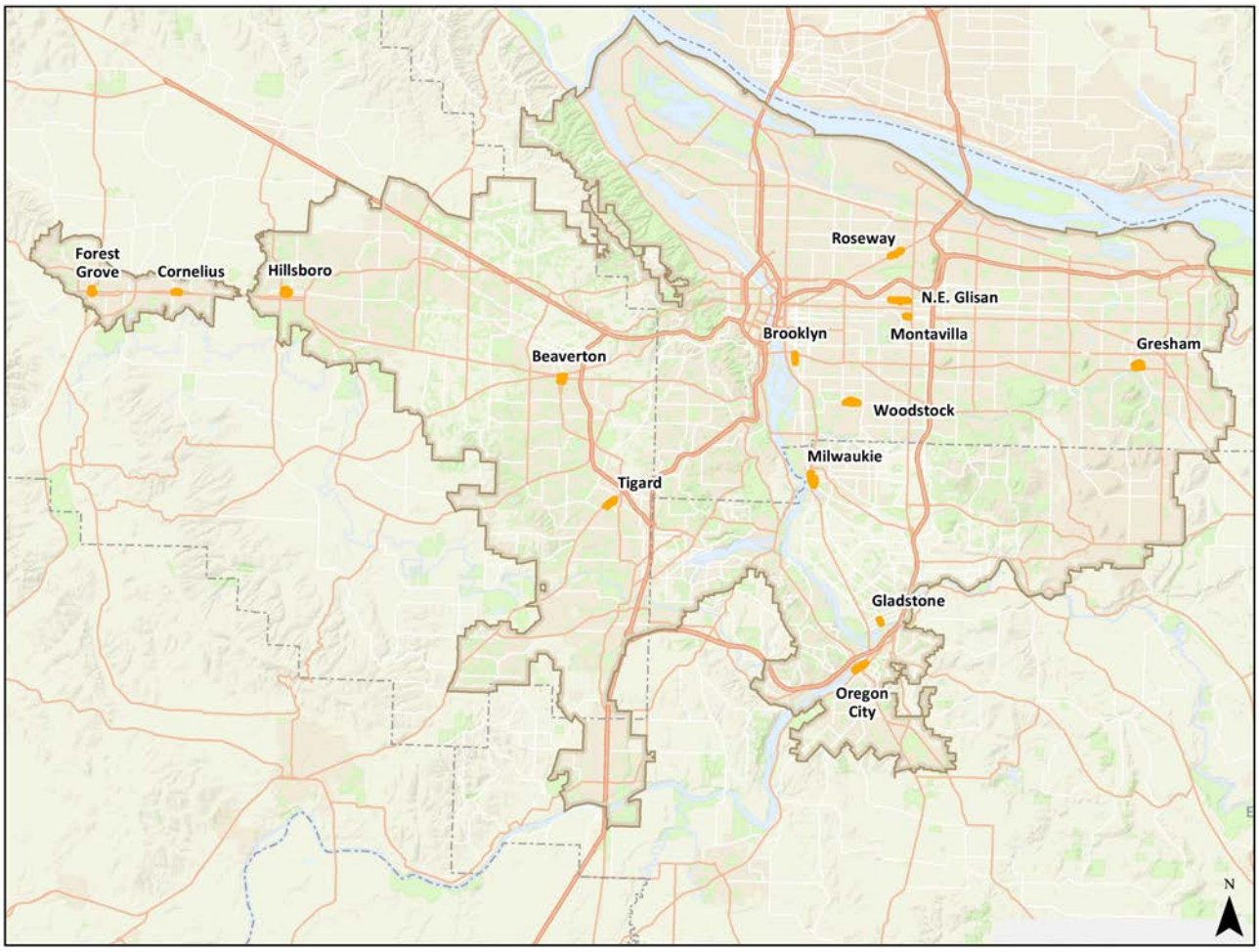
Contacts 5

STOREFRONT IMPROVEMENT GRANT APPLICATION FORMS 6

Pre-application form 6

Full application form 7

CONTRACTING AND GRANT AGREEMENTS 10



AREAS ELIGIBLE TO APPLY FOR STOREFRONT IMPROVEMENT GRANTS

To review detailed maps showing specific area boundaries for each district shown above, please visit the Metro website at oregonmetro.gov/enterprisingplaces

STOREFRONT IMPROVEMENT GRANT GUIDELINES

Metro's Enterprising Places program is an essential tool for implementing the region's 2040 Growth Concept, which calls for focusing commercial activity, redevelopment and investment in existing downtowns and main street districts. The Enterprising Places program seeks to enhance the vitality and prosperity of downtowns and main streets to help boost economic activity, create jobs, and attract new investment.

The core mission of the Enterprising Places program is to stimulate private investment in designated commercial districts by directly engaging small businesses and property owners and jointly investing in transformational improvements. Public-private partnerships can improve vitality of downtowns and main street districts, bolster prosperity, create new opportunities for local businesses, and set the stage for future private investment that helps local communities and businesses reach their full potential. As districts mature into successful commercial centers, their strong economic performance will continue to stimulate a virtuous cycle of improvement.

Enterprising Places storefront improvement grants are offered by Metro to help property and business owners reinvest in their storefronts and catalyze the revitalization of downtowns and districts throughout the region. For qualifying projects, Metro will provide dollar for dollar matching funds in order to renovate older structures and model best practices for storefront design. Visit our web site, www.oregonmetro.gov/enterprisingplaces, to learn if your property is in an area that has been designated eligible for this program, and to see examples of the kinds of storefront makeovers that can help businesses and communities thrive.

WHO CAN APPLY?

As shown on the map on the previous page, fourteen commercial districts throughout the region are eligible for Enterprising Places storefront improvement grants. If you are in a district that is shown as eligible for the Enterprising Places storefront grant program, please refer to the district-specific map for your area to confirm if your property is located within the eligible boundary. For detailed local maps that show district boundaries and eligible properties, please visit www.oregonmetro.gov/enterprisingplaces. Business owners and property owners of all ages, abilities, and backgrounds whose property falls within designated eligible areas may apply for grants. Franchises headquartered outside the Metro region are not eligible for grants. Some locally-owned franchises may be granted special permission to apply. Government offices and public agencies are not eligible to receive grants. Adult businesses are not eligible to apply for grants.

Business owner applicants: To submit an application, a business must be located on the ground floor, and must be an active retail or restaurant use. Businesses who lease their space must have at least two years remaining on their lease or the option to renew. The applicant must have written or contractual authority from the property owner to implement building improvements. Businesses operating out of residences are not eligible, unless the residence has storefront immediately adjacent to the sidewalk.

Property owner applicants: To submit an application, a property owner must have active retail or restaurant tenants on the ground floor, or vacant space that will be leased to an active retail or restaurant tenant.

HOW MUCH FUNDING IS AVAILABLE?

The Enterprising Places program has targeted approximately $175,000 annually to support Storefront Improvement projects in eligible districts around the region. Metro's funds must be matched dollar for dollar by the property owner, business owner or other funders. The property or business owner may obtain other grant funding, but must contribute at least 25% of their own funds for any project. The maximum matching grant awarded for any one project will be $50,000.

MINIMUM REQUIREMENTS

- At a minimum, Metro's grant funds must be matched dollar for dollar as described above.
- Projects must take place within the boundaries for districts that have been designated eligible for the Enterprising Places Storefront Improvement grant program.
- Projects must address at least two of the Enterprising Places District Transformation project investment criteria (outlined below).
- Projects must be completed within 12 months of date of grant award, or according to the performance timeline stipulated in the grant agreement.
- Grant recipient must not be in arrears on any tax payments and must have no outstanding liens or encumbrances. Note that grant funds may be considered a gift and may be taxable. Metro reports all grant distributions to the IRS.
- Grant recipients will engage skilled professionals approved by the Enterprising Places program to assist with the planning and design of all improvements.
- Grant recipients agree to hire licensed contractors approved by the Enterprising Places program to implement projects.

PROJECT INVESTMENT CRITERIA

All applications must clearly satisfy one or more of the Storefront Improvement grant investment criteria:

- Contributes to critical mass of revitalization within the district due to proximity to significant node of activity, major district destinations, key historic buildings, and renovated and well-maintained properties.
- Potential to significantly enhance district appearance, ambience, and character
- Provides a significant destination or venue that will be an attractor for the district
- Potential to enhance an important gateway to the district
- Improves availability or viability of ground floor retail services and amenities
- Improves or facilitates placemaking, revitalization and local identity
- Attracts investment, create jobs and strengthen local tax bases
- Enhances opportunity or provides community benefit to disadvantaged individuals or populations
- Removes or addresses a significant existing blight within the district
- Potential to significantly restore historic structures
- Leverages contributions from other public and non-profit entities

ELIGIBLE TYPES OF IMPROVEMENTS

All types of storefront renovations that directly affect the facades of buildings facing streets, sidewalks, and public areas. This includes windows, entryways, signage and lighting, awnings, canopies, cornices, gutters, downspouts, painting, finishing and detailing of façade surfaces. Design costs, permits and fees associated with the implementation of these improvements are also eligible project expenses.

Structural upgrades, accessibility improvements and upgrades to heating, ventilation and air conditioning may be eligible expenses if storefront improvements necessitate modifications to existing conditions. Limited permanent interior improvements such as floorings, ceilings, interior lighting, and accessibility may be eligible if part of a larger project involving significant exterior upgrades.

INELIGIBLE TYPES OF IMPROVEMENTS

Improvements to buildings less than five years old. Roofing and foundation work. Billboards and electronic signs. Security systems and bars. Window coverings and window tinting. Non-permanent fixtures, unless they are part of a larger project involving storefront and branding upgrades. Improvements to sidewalks, parking lots and back alleys.

STOREFRONT IMPROVEMENT GRANT APPLICATION INSTRUCTIONS

PRE-APPLICATION

Interested property or business owners should complete, and submit a Grant Pre-application Form (found on page 7) in order to initiate the application process.

Electronic submission of the pre-application form is preferred. Email completed pre-application form in PDF format to:

enterprisingplaces@oregonmetro.gov

To submit in paper form, mail to:

Enterprising Places
Metro
600 NE Grand Ave.
Portland, OR 97232

A confirmation email will be sent when the application is received. If you do not receive a confirmation, please contact Lisa Miles at 503-797-1877.

INTERVIEW AND SITE VISIT

Once Metro receives your pre-application, Metro staff will contact you to arrange an interview and site visit. Metro staff will visit you at your property or business to your project and to confirm the general alignment of your project with Enterprising Places program goals. Staff will have the opportunity to answer questions you may have about the program requirements. Staff will also assist in identifying the project approach that might best fit with program criteria, and will relay upcoming deadlines for submitting your full application for review by the Enterprising Places steering committee.

FULL APPLICATION

Please do not complete the full application form until after you have submitted a pre-application and have had the opportunity to meet with Metro staff. Once the pre-application interview and site visit have been completed, follow the instructions below to complete your full application. To be considered by the steering committee, applications must be received ten business days prior to a scheduled committee meeting.

Full applications must be submitted in paper form, and must have original signatures. Mail or deliver the completed application to:

Enterprising Places
Metro
600 NE Grand Ave.
Portland, OR 97232

A confirmation email will be sent once application is received. If you do not receive a confirmation, please contact Lisa Miles at 503-797-1877.

APPLICATION REVIEW AND SELECTION PROCESS

Applications will be reviewed quarterly by the Enterprising Places Steering Committee. In 2016, the steering committee is scheduled to review applications in February, May, August, and November. Applications will be evaluated based on the information submitted, responsiveness to the program's purpose and goals, Storefront Improvement investment criteria, and the committee's professional and collective judgment. The steering committee will select which applications to recommend to Metro's Chief Operating Officer for funding.

The Enterprising Places program has targeted approximately $175,000 annually to support Storefront Improvement grants. As limited funds are available each year for the entire region, the committee will be looking for projects that meet a number of the program criteria, and will help Metro to demonstrate best practices for revitalization.

CONTACTS

For more information, visit www.oregonmetro.gov/enterprisingplaces or contact**:**

Lisa Miles
Principal Project Manager, Enterprising Places
lisa.miles@oregonmetro.gov
503-797-1877

ENTERPRISING PLACES: STOREFRONT IMPROVEMENT GRANT PRE-APPLICATION

Date of pre-application		
Building/storefront name		
Building/storefront address		
Applicant name		
Ownership status	___ I own the property ___ I own my business and lease space from building owner ___ I am purchasing the property	____ I own the property with partners
Proposed improvements Check all exterior features that may potentially be addressed by project	___ paint ___ signage ___ exterior lighting ___ window display lighting ___ awning	___ storefront windows ___ transom windows ___ building entry ___ exterior surfaces/window base ___ other (list in space below)
Other proposed work List other proposed renovations		
Primary Project contact Name		
Phone	Business phone	Mobile phone
Email		
Street address		
Grant amount requested		
Applicant's matching funds currently available		
Applicant's matching funds anticipated loans		
Other contributions List amounts and sources		

*Email completed form to **enterprisingplaces@oregonmetro.gov** or fax to **503-797-1930.***

ENTERPRISING PLACES: STOREFRONT IMPROVEMENT GRANT FULL APPLICATION

Please do not complete full application form until after you have a site visit and interview with Metro Staff.

Date of application		
Building/storefront name		
Project address		
Applicant name		
Ownership status	___ I own the property ___ I own my business and lease space from building owner ___ I am purchasing the property	____ I own the property with partners
Proposed improvements Check all exterior features that may potentially be addressed by project	___ paint ___ signage ___ exterior lighting ___ window display lighting ___ awning	___ storefront windows ___ transom windows ___ building entry ___ exterior surfaces/window base ___ other (list in space below)
Other proposed work List other proposed renovations or planned repairs		
Business goals Describe your business reasons for wanting to invest in improvements to your storefront. What positive impacts do you anticipate for your business and/or your tenants? What positive impacts do you anticipate for the district?		

Primary project contact Name		
Phone	Business phone	Mobile phone
Email		
Mailing address		

Grant amount requested	
Owner's matching funds currently available	
Owner's anticipated loans include anticipated source of loans, if known	

Property owner name If applicant is not the property owner		
Phone	Business phone	Mobile phone
Email		
Property owner mailing address		
Property owner Affirmation of permission if applicant is **not** the property owner	I support this application and hereby authorize the applicant to take advantage of the Enterprising Places Grant Program, and to oversee and implement improvements to the premises in accordance with the Enterprising Places program goals. I affirm that I am the person with legal authority to grant this permission.	
Date	**Property Owner** Authorized signature	

Grant Applicant Certification by applicant business owner or property owner	In submitting this grant application, I affirm that all of the information furnished is true and complete to the best of my knowledge. I certify that I have no outstanding taxes or obligations related the property, and confirm that I have legal authority to enter into an agreement to perform renovations to the premises if awarded a grant. In applying for this grant, I affirm that I am prepared to enter into a partnership with the Enterprising Places program to jointly invest in these improvements. I have reviewed the program guidelines and sample grant agreement, and I understand that program requirements relating to design, construction, insurance, and performance timelines will apply to my project if I am awarded grant funds.
Date	**Grant Applicant** Authorized signature

Attachments

- ☐ Lease agreement (if the applicant is not the owner of the property).
- ☐ Ownership agreement (if the applicant is not the sole owner of the property.)
- ☐ Letter of support from any funding partner listed.
- ☐ Images of property showing façade in daylight and night conditions. Enterprising Places staff can assist in supplying images if applicant is unable to furnish photographs.
- ☐ Historic images of the property, if applicable and available.

CONTRACTING AND GRANT AGREEMENTS

If Metro approves funding, Metro staff will work with the successful applicant to enter into the necessary agreements for the project between Metro and the applicant. The applicant will have up to 12 months from the time these agreements are signed to complete the project, unless a different performance timeline is approved at the time of grant award. The requirements and obligations of the applicant, as well as the timeline and process for grant funds to be disbursed, will be spelled out in the grant agreement.

Applicants who receive funding shall enter into a contractual agreement with Metro that specifies legal and contractual obligations, including insurance requirements. Appropriate insurance coverage levels for each project will be considered at the time of grant award, and coverage of applicant will be reviewed prior to entering into a grant agreement.

Funds may not be pre-committed prior to a completed and signed contractual agreement; improvements completed prior to an executed grant agreement cannot be applied as matching funds and will not be reimbursed. Grant projects are subject to Metro audits and reviews, and may require that property owner records are retained for up to six years, depending on amount of grant. Metro and the Enterprising Places program shall be acknowledged as grant sponsors on any written or published material, grant product and/or project signage.

Applicant must be making reasonable progress towards the project milestones and in accordance with the performance timeline established at the time of the grant award. A final evaluation report will be due upon project completion.

ABOUT METRO

Clean air and clean water do not stop at city limits or county lines. Neither does the need for jobs, a thriving economy, and sustainable transportation and living choices for people and businesses in the region. Voters have asked Metro to help with the challenges and opportunities that affect the 25 cities and three counties in the Portland metropolitan area.

Enterprising Places invests to build the thriving downtowns and main streets envisioned in the Portland metropolitan region's long range plan. Metro grants leverage local investments to make great places that endure for generations to come.

Stay in touch with news, stories and things to do.

www.oregonmetro.gov/enterprisingplaces

Metro Council President
Tom Hughes

Metro Councilors
Shirley Craddick, District 1
Carlotta Collette, District 2
Craig Dirksen, District 3
Kathryn Harrington, District 4
Sam Chase, District 5
Bob Stacey, District 6

Auditor
Brian Evans

Public Information
All applications are subject to the Oregon Public Records Law.