

(Exhibit A)

## **LARGE RENOVATION GRANT POLICIES & PROCEEDURES**

Large Renovation Grants offer property and business owners the opportunity to complete large renovation projects to commercial and mixed-use properties located in downtown Woodburn. These grants provide a match of the applicant's private investment in the project to significantly increase the scale and benefit of the improvements. Large Renovation Grants may range between \$10,000 and \$50,000 in matching funds.

### **POLICIES**

#### **Program Eligibility**

1. Grants are available for up to \$50,000 for complete renovation projects. Grants subject to availability of funds.
2. Business and property owners are eligible to apply for grants.
3. Properties must be located in the Downtown Development and Conservation District (DDC).
4. Commercial or mixed-use properties only. Residential properties do not qualify for grant.
5. A minimum of 1:1 leverage ratio of private investment to public investment.
6. All work requiring permits must be performed by licensed contractors.
7. All work must commence after project approval, work completed prior to approval is ineligible for funding.
8. Building improvements shall be completed within one year of approval.

#### **Project Eligibility**

1. Funding may be used for materials and work performed by Applicant's contractor.
2. Funds are limited to physical improvements to the buildings. Improvements may include, but not limited to, the following:
  - a. ADA accessibility
  - b. Awnings/canopies
  - c. Code deficiencies
  - d. Cornices
  - e. Electrical
  - f. Energy efficient upgrades
  - g. Environmental remediation
  - h. Gutters
  - i. HVAC
  - j. Lighting
  - k. Painting
  - l. Permits
  - m. Plumbing
  - n. Seismic
  - o. Storefronts
  - p. Re-pointing
  - q. Roofing
  - r. Windows

3. Applications will be evaluated by the following criteria:
  - a. **Eliminate conditions of blight** — Address blighted conditions including underutilized land and/or deteriorated buildings and structures
  - b. **Promote economic development** — Enhance attractiveness as a place to live, work, or seek entertainment
  - c. **Create jobs** — Bring new employers and employment opportunities to the Woodburn community
  - d. **Community benefit** — Create amenities for the Woodburn community
  - e. **Physical impact** — Improve the attractiveness of the property and downtown

## **PROCEDURES**

### **Application Process**

1. Applicant must submit a completed application.
2. City will perform a site inspection and take photos of property.
3. The Downtown Advisory Review Subcommittee (DARS) will meet to review applications to make recommendations to the Urban Renewal Agency Board (Agency).
4. The Agency will review applications at regularly scheduled meetings for final approval.

### **Reimbursement Process**

1. Upon approval by the Agency, the Applicant shall sign a Grant Agreement.
2. Upon conclusion of the project, the Applicant shall schedule a City inspection and sign a Completed Work Statement.
3. Invoices and a W-9 must be submitted for reimbursement. No grant money will be disbursed until the project is completed and approved by the Agency.

## **SIX MONTH EXTENSIONS & PROJECT CREDIT**

1. The Agency may grant one six month extension per grant. The Applicant must submit a written request for the extension and provide justification for the Agency's consideration.
2. Applicants may receive credit on past renovations that were made without grant funding, at the Agency's discretion. Request must meet the Agency's Large Renovation Grants evaluation criteria and be completed within twelve (12) months of the request. The Applicant must submit a written request and provide documentation of improvements for the Agency's consideration.