



SCAPPOOSE URBAN RENEWAL AGENCY GRANT PROGRAM GUIDELINES

The City of Scappoose has adopted a City Vision Statement that includes:

"We take pride in our locally owned businesses that add quality and character to our town, and we respect our abundant natural resources that have sustained our community for years. We can forge a path to a balanced, local economy by opening doors for entrepreneurs, clean industry, higher education and research. We seek sustainable, living-wage jobs and careers that support families and future generations."

In support of that vision statement, the City has established the Scappoose Urban Renewal District. One of the mechanisms the Urban Renewal District and Agency uses to advance these goals is the Urban Renewal Grant Program, which provides financial assistance to property owners, developers, and businesses. The Program is designed to promote the revitalization of the Scappoose Urban Renewal District.

Urban Renewal Plan Goals:

1. Improve transportation, water, wastewater and stormwater infrastructure to support job growth.
2. Promote the emergence of a vibrant town center as a civic and cultural hub for Scappoose that is connected to surrounding neighborhoods and employment areas.
3. Encourage redevelopment and infill in the town center.
4. Support the growth and retention of local businesses.

Grant Program Purpose: Improve the aesthetics and economic performance of new and existing businesses within the Urban Renewal District to increase economic activity, promote economic tourism, create local jobs, attract new investment, inspire community pride, and improve the visual appearance of businesses to encourage overall improvements in the city.

Eligibility: All businesses located or to be located within the Urban Renewal District are eligible for grant funding. Only one grant per business and/or building will be allowed in any one fiscal year period (July 1 through June 30), with the ability to apply again in subsequent fiscal years.

Maximum and Minimum Grant Amount: For each application, the minimum grant award is \$1,000 and the maximum grant award is \$50,000 or the current annual budget for Urban Renewal grants, whichever is lower. By way of a separate vote in advance of the vote to award a grant, the Urban Renewal Agency reserves the right to exceed this maximum grant award.

Required Match: All grant awards above \$5,000 require a \$1 to \$1 match from the property or business owner, meaning that a grant award may not cover more than 50% of the total project cost. By way of a separate vote in advance of the vote to award a grant, the Urban Renewal Agency



reserves the right to eliminate this match requirement.

Grant Application Cycle: Grant requests may be submitted at any point in the year. Once a request is deemed complete, the proposal will be scheduled to be considered at meetings of the Economic Development Committee and Urban Renewal Agency, respectively. See Process section for more details.

Projects of Primary Preference:

- New development or expansion of an existing building
- Projects in the Downtown Overlay that exceed the minimum requirements for design or aesthetic features set in Scappoose Development Code Chapter 17.80 - Downtown Overlay.
- Repair, restoration, or installation of exterior masonry and siding materials
- Repair, replacement, or installation of awnings, windows, trim, doors, gutters, downspouts, stone and brick, or other architectural details
- Repair, replacement, or installation of exterior lighting
- Repair or construction of entryways
- Repair or construction of sidewalks for the purpose of improving walkability or aesthetics
- Removal of barriers to access for people with disabilities
- Cleaning, preparation, and painting of exterior walls and trim
- Exterior landscaping for the purpose of beautification that exceeds the minimum requirements set in the Scappoose Municipal and Development Codes
- Exterior patio improvements that allow for outdoor seating/dining
- Design work (including civil or architectural plans) that is necessary for permitting of the proposed improvements
- Other projects that substantially improve the exterior beauty of the area

Projects of Secondary Preference:

- Internal remodel to improve functionality of business
- Internal equipment that is part of the permanent building structure and would allow for improved performance or new opportunities
- Projects that would provide environmental improvements or efficiencies related to emissions, energy, water, waste, transportation, materials, health, or indoor environmental quality

Ineligible Projects/Expenses:

- General project administration
- Reimbursement of projects that have been previously completed or are currently in progress
- Feasibility or market studies
- Concept plans for the purposes of this grant application



- Employee/personnel expenses
- Payment of past debt
- Nonpermanent equipment that does not stay with the building, including:
 - Tables, chairs, and other furniture
 - Ovens, refrigerators, and other movable appliances
 - Items that are integral to the function of the business and would be moved from the location if the business were to leave the building
 - Office machines and supplies
- Promotion of the individual business such as signage or logo design
- City of Scappoose permit/license fees
- City of Scappoose plan review or inspection fees
- City of Scappoose System Development Charges (SDCs)
- Improvements to sites or awards to applicants that have an active violation with the Scappoose Municipal Code
- Other projects that are not found to be aligned with the goals of the Scappoose Urban Renewal Grant Program or the Scappoose Urban Renewal Agency

General Grant Program Policies:

- The project must be located within the Urban Renewal District boundaries at the time of applying.
- All project proposals that will require approval from the Planning Department, Engineering Department, or Building Department will need to receive the necessary approvals prior to requesting funds from the Urban Renewal Grant Program.
- All projects must comply with the following:
 - Scappoose Municipal Code and Scappoose Development Code
 - Scappoose Public Works Design Standards
 - Oregon Building Code
 - Oregon Fire Code
 - Approved development plans (if applicable)
 - Area plans
 - All local, state, and federal regulations
- All goods and services rendered in excess of \$5,000 in value must be provided by a licensed contractor or retailer (if generally required) to be eligible for reimbursement.
- Proposal submittals must include all elements (plans, quotes, etc.) of the project that could impact any project expenses eligible for reimbursement.
- Grant requests for projects in excess of \$5,000 must be submitted with three (3) or more professional quotes with detailed line-item expenses eligible for grant reimbursement and the total project cost. The Urban Renewal Agency will reimburse up to 50% of the lowest quoted total project cost but the applicant may select the products and/or services from any company that provided a quote. Project quote documents (not including direct in-store or online purchases of products) must include a statement that the quoted value is



valid for a period of 90 days. Reasonable but unsuccessful efforts to acquire 3 quotes may be considered by the Urban Renewal Agency to satisfy this requirement.

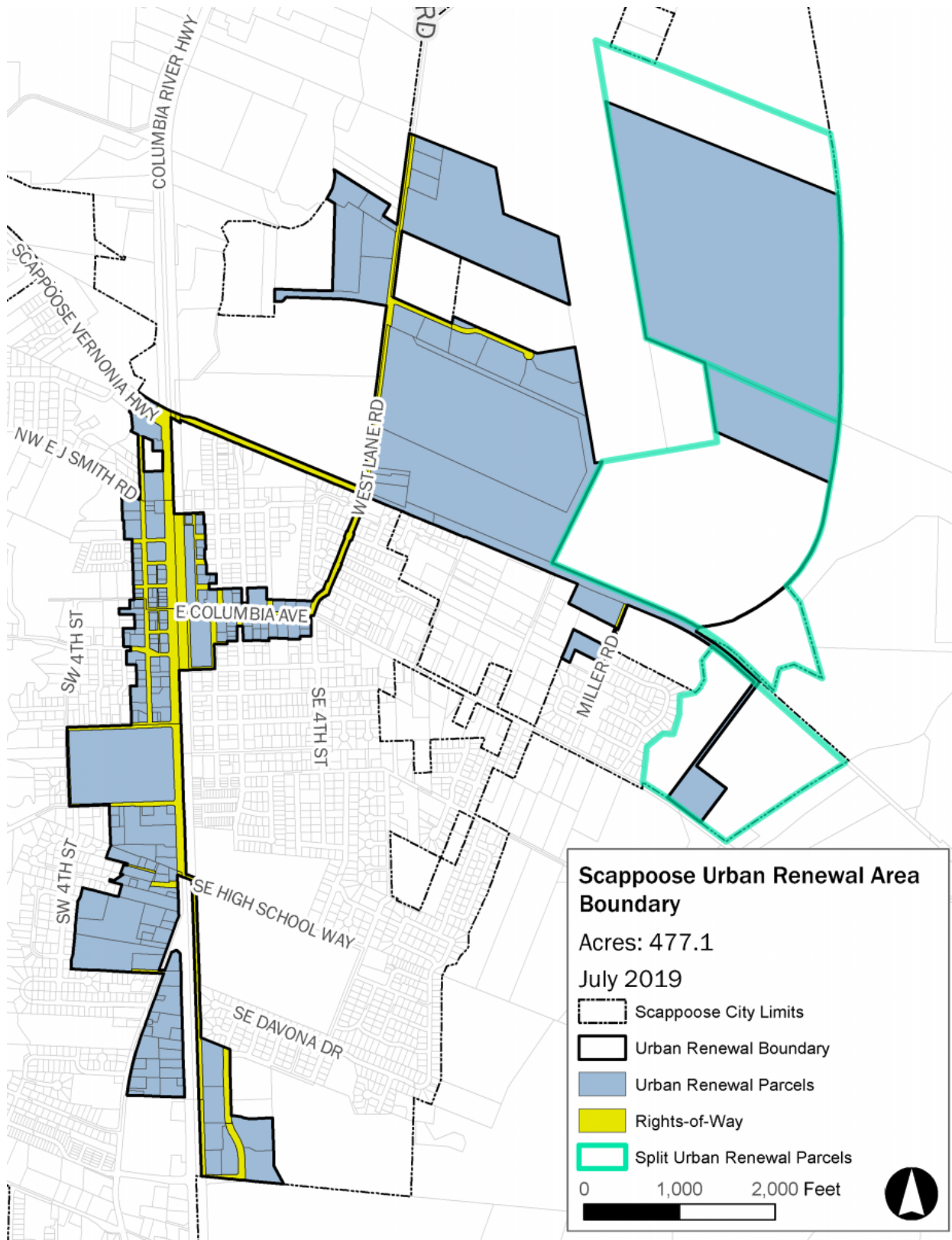
- Grant requests that seek any funding for design work will only be reimbursed upon the physical completion of the proposed improvements to the satisfaction of the City.
- Projects awarded Urban Renewal grant funding must be completed within:
 - 12 months of the date awarded for projects under \$15,000
 - 24 months of the date awarded for projects between \$15,000-\$100,000
- If the project is not complete within 12 or 24 (see applicable timeline above) months of the date the grant is awarded, the applicant will only be reimbursed for eligible expenses that have occurred up to the final date of the 12/24-month period.
- All work must be consistent with the approved grant application to be reimbursed. If a change in scope of work, materials, appearance, or cost is desired or necessary, the Urban Renewal Agency must approve any changes in advance of the work being performed. The applicant may submit a letter to the Urban Renewal Agency, providing an explanation and supporting documentation for what the change is and why it is necessary.
- Grant award is contingent upon the satisfactory completion of a City inspection.



SCAPPOOSE
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SCAPPOOSE URBAN RENEWAL AGENCY GRANT APPLICATION AND AWARDING PROCESS

1. Contact the Program Contact to describe your proposed project and express interest in applying for an Urban Renewal grant prior to completing the application form.
2. Attend a pre-proposal meeting with City staff to discuss the proposed project and review the relevant requirements.
3. Applicant submits the Urban Renewal grant application form with required attachments.
4. City staff reviews the application to ensure all the necessary components have been submitted. The submittal checklist of the items required to be submitted can be found on the final page of this packet. If there are missing items or the project is ineligible for consideration, staff will inform the applicant in a detailed completeness review letter.
5. Once deemed complete, the application will be presented at the next available Economic Development Committee (EDC) meeting. The applicant may be invited to this meeting to provide a brief presentation of their application and to answer questions. The EDC has the authority to review and recommend an award, partial award, or denial of the grant request to the Urban Renewal Agency (URA). The EDC meets throughout the year but will form their recommendation to the URA at their February, June, and October meetings regarding all of the applications that have been submitted within the grant cycle.
6. Once a recommendation has been made by the EDC, the proposal will be placed on an upcoming URA meeting agenda to consider approval of the grant request. The URA meets three times a year to review grant applications in the months of March, July, and November. The applicant may be invited to this meeting to provide a brief presentation of their application and to answer questions.
7. If awarded, the grant funds will be disbursed to the property owner or business upon receiving proof of payment (including an itemized receipt) for expenses that the Urban Renewal Agency agreed to reimburse, in addition to satisfactory completion of the approved work. In-kind work performed by the applicant will not be eligible for reimbursement.





SCAPPOOSE

Oregon



Esri Community Maps Contributors, Oregon Metro, Oregon State Parks, State of Oregon GEO, WA State Parks GIS, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA



Overlay Zone

 Downtown Overlay



Vicinity Map

0 0.05 0.1 0.2 mi



Urban Renewal Grant Application

Scappoose Urban Renewal Agency

33568 E Columbia Ave. Scappoose, OR 97056 | (503) 543-7184 | www.scappoose.gov

Please refer to the Process section before completing form.

APPLICANT INFORMATION

Applicant name: _____ Submission date: _____

Applicant relationship to project: _____

Applicant mailing address: _____

Applicant phone number: _____ Applicant email: _____

BUSINESS INFORMATION

Business name: _____

Business address: _____

Property owner name: _____

Property owner email: _____

Year building was built: _____ Year of most recent exterior improvements: _____

Business description (goods and/or services provided): _____

Business days and hours of operation: _____

Type of organization (e.g. corporation, sole proprietorship, LLC, nonprofit, etc.): _____

Age of business: _____ Number of employees: _____

Does your business have other locations outside of Scappoose? If so, approximately how many? _____

Is your business located in the City's Downtown Overlay? (Boundary map attached) ☐ Yes ☐ No

Has your business received an Urban Renewal grant in the current fiscal year? ☐ Yes ☐ No

Does the applicant or the site have an active violation with the Scappoose Municipal Code? ☐ Yes ☐ No

PROJECT INFORMATION

Project address: _____

Description of proposed project: _____

Anticipated project start date: _____ Anticipated project completion date: _____

Estimated total project cost: _____ Grant request amount: _____

Specific element(s) of the project seeking funding: _____

Source(s) of matching funds and overall project funds: _____

Have you received the necessary approvals and permits from the Community Development Department (Planning, Engineering, and Building)?¹ ☐ Yes ☐ No

If no, what approvals or permits are still needed?¹ _____

¹ If you are unsure, please contact the Community Development Center at (503) 543-7184.

The Purpose of the Scappoose Urban Renewal Grant Program is as follows:

“Improve the aesthetics and economic performance of new and existing businesses within the Urban Renewal District to increase economic activity, promote economic tourism, create local jobs, attract new investment, inspire community pride, and improve the visual appearance of businesses to encourage overall improvements in the city.”

How would the proposed project **increase economic activity**?² _____

How would the proposed project **promote economic tourism**?² _____

How would the proposed project **create local jobs**?² _____

How would the proposed project **attract new investment**?² _____

How would the proposed project **inspire community pride**?² _____

How would the proposed project **improve the visual appearance** of the area?² _____

² Please note that most proposals do not legitimately advance each of the elements prompted above. Failure to advance all elements will not preclude one from receiving a grant. Applicants should only respond to the prompts most applicable to their proposal. Additionally, if more room is needed for any responses, additional sheets may be attached to the submittal.

PROPERTY OWNER AUTHORIZATION

I, _____, certify that I am the property owner (hereinafter referred to as "Owner") of the building located at _____; Scappoose, OR 97056 (hereinafter referred to as "Building"). I authorize _____, the business housed in my Building (hereinafter referred to as "Business"), to accept grant funds from the Scappoose Urban Renewal Agency and to complete the work described in this application form and supporting documents.

By signing below, Owner certifies that all information provided in this section is true to the best of Owner's knowledge.

Owner Name (printed): _____

Owner Signature: _____ Date: _____

STATEMENT OF UNDERSTANDING

The applicant understands that the City of Scappoose must approve the proposed project. Certain changes or modifications may be required by the City prior to final approval. Any work commenced prior to a commitment letter issuance will not be eligible for reimbursement and any work deviating from approved work must be pre-approved by the Urban Renewal Agency to be eligible for reimbursement. If awarded, a W-9 will be required to be submitted to the City.

Applicant Name (printed): _____

Applicant Signature: _____ Date: _____

CERTIFICATION BY APPLICANT

The applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining a grant and is true and complete to the best of the applicant's knowledge and belief.

Applicant Name (printed): _____

Applicant Signature: _____ Date: _____

SUBMITTAL CHECKLIST

- ☐ Pre-proposal meeting with staff held
- ☐ Application form with all prompts completed (including signatures)
- ☐ Copy of Scappoose Business License (if already an existing business in Scappoose)
- ☐ Concept design/plans/imagery of proposed improvements
- ☐ Detailed written description of materials, colors, and other design features to be used in the project
- ☐ Materials board that visually conveys the materials, colors and other design features to be used in the project
- ☐ Improvement schedule for project
- ☐ Three (3) or more professional quotes with detailed line-item expenses eligible for grant reimbursement and the total project cost
- ☐ Attachment of written responses (if prompts do not provide sufficient space)
- ☐ Digital copy of all materials (email or flash drive guidelines below)
- ☐ Other materials/information requested by the City

SUBMISSION INSTRUCTIONS

Please submit a digital copy of the entire application package using one of the following methods:

1. Email all files to njohnson@scappoose.gov
2. Bring a thumb drive containing all submission files to the Scappoose Community Development Center (closed Friday) or Scappoose City Hall

PROGRAM CONTACT

N.J. Johnson, Associate Planner
(503) 543-7184, ext. 403
njohnson@scappoose.gov