



## 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
- 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
- Other projects that substantially improve the exterior beauty of the area

### **Projects of Secondary Preference:**

- Removal of barriers to access for people with disabilities
- 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:**

- General project administration
- Reimbursement of projects that have been previously completed or are currently in progress
- Design work
- 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 System Development Charges (SDCs)
- 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

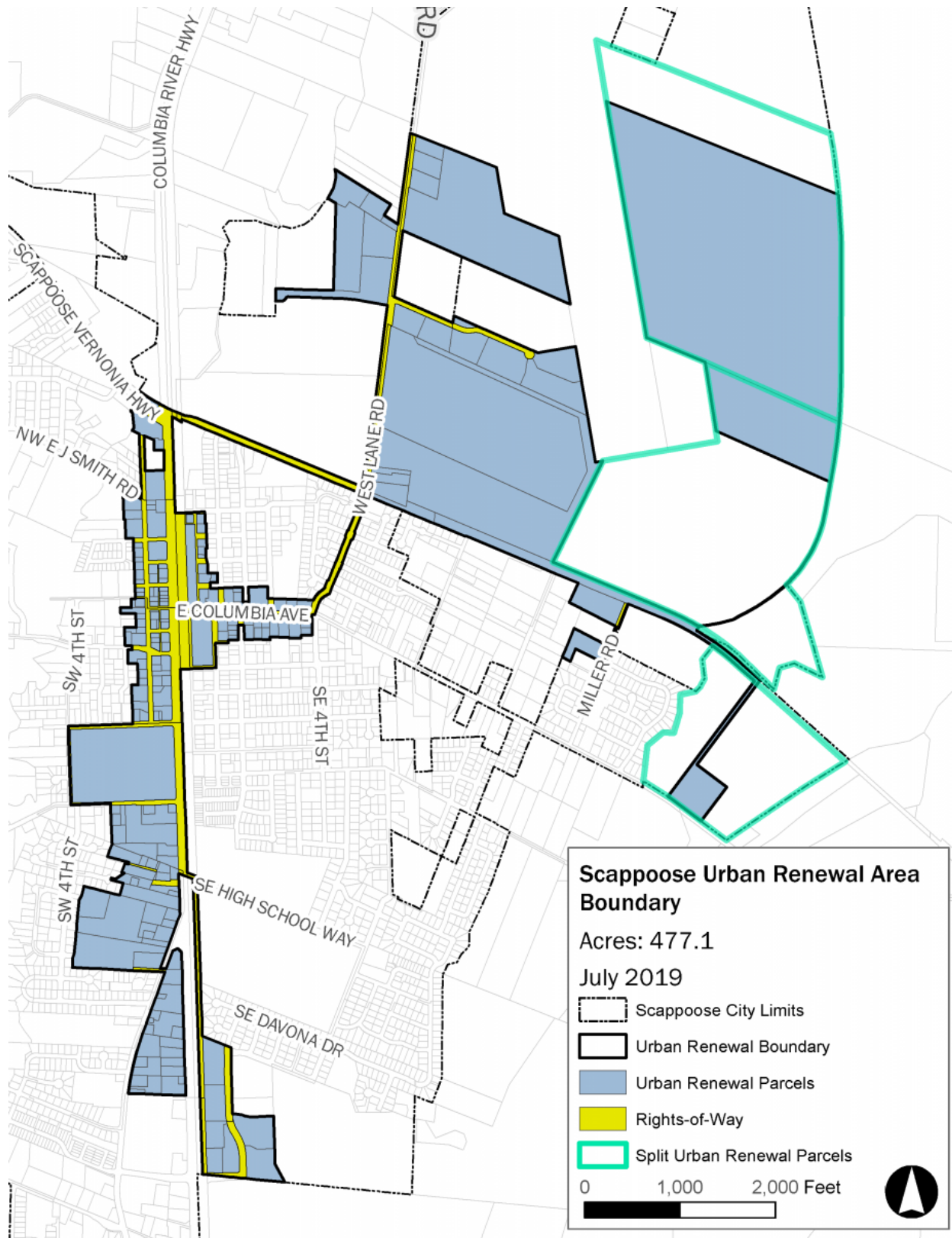
### **General Requirements:**

- 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
  - Approved development plans
  - Area plans
  - All local, state, and federal regulations
- Projects awarded Urban Renewal grant funding must be completed within:
  - 12 months of the date awarded for grants under \$15,000
  - 24 months of the date awarded for grants between \$15,000-\$50,000
- 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 or the Urban Renewal Agency must approve any changes in work scope or materials in advance of that work being performed.
- Grant award is contingent upon the satisfactory completion of a City inspection.



**SCAPPOOSE URBAN RENEWAL AGENCY  
GRANT APPLICATION AND AWARDING PROCESS**

1. Contact the City of Scappoose Planning Department to describe your proposed project and express interest in applying for an Urban Renewal grant.
2. Meet with City staff for consultation to discuss and review the proposed project.
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 progress being observed on the completed work. In-kind work performed by the applicant will not be eligible for reimbursement.





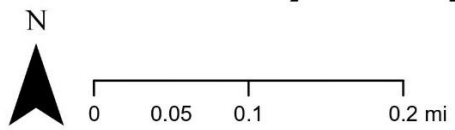
# SCAPPOOSE *Oregon*



## Overlay Zone

 Downtown Overlay

## Vicinity Map





# Urban Renewal Grant Application

**Scappoose Urban Renewal Agency**

33568 E Columbia Ave. Scappoose, OR 97056 | (503) 543 - 7184 | [www.scappoose.gov](http://www.scappoose.gov)

## APPLICANT INFORMATION

Applicant name: \_\_\_\_\_ Submission date: \_\_\_\_\_

Applicant residence (check most relevant):  
 Scappoose City Limits or UGB  Columbia County  
 Oregon  Outside Oregon

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

**PROJECT INFORMATION**

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)?<sup>1</sup>  Yes  No

If no, what approvals or permits are still needed?<sup>1</sup> \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> 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**?<sup>2</sup> \_\_\_\_\_

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How would the proposed project **promote economic tourism**?<sup>2</sup> \_\_\_\_\_

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How would the proposed project **create local jobs**?<sup>2</sup> \_\_\_\_\_

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How would the proposed project **attract new investment**?<sup>2</sup> \_\_\_\_\_

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How would the proposed project **inspire community pride**?<sup>2</sup> \_\_\_\_\_

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How would the proposed project **improve the visual appearance** of the area?<sup>2</sup> \_\_\_\_\_

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<sup>2</sup> 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 grand 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 City of Scappoose to be eligible for reimbursement.

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

- Application form with all prompts completed (including signatures)
- Copy of Scappoose Business License (if already an existing business in Scappoose)
- 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
- Construction schedule for project
- Detailed project budget with line-item expenses seeking grant reimbursement and overall project cost
- Attachment of written responses (if prompts do not provide sufficient space)
- One (1) hard copy of all materials (drop-off or mailing guidelines below)
- Digital copy of all materials (email or flash drive guidelines below)
- Other materials/information requested by the City

## SUBMISSION INSTRUCTIONS

One (1) paper copy **and** a digital copy are required.

### Paper Copy (drop-off or by mail):

Attn: N.J. Johnson  
Scappoose City Hall  
33568 E Columbia Ave  
Scappoose, OR 97056

### Digital Copy:

Email to [njohnson@scappoose.gov](mailto:njohnson@scappoose.gov)

or

Provide thumb drive with paper submission to address above

## PROGRAM CONTACT

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