



SILVERTON URBAN RENEWAL AGENCY

Building Improvement Application

City of Silverton
306 South Water Street
Silverton, Oregon 97381
503.874.2207
Fax 503.873.3210
www.silverton.or.us

APPLICANT INFORMATION

APPLICANT NAME:	E-MAIL:
BUSINESS NAME (if applicable):	
APPLICANT MAILING ADDRESS:	PHONE:
CITY, STATE, ZIP:	FAX:
PROPERTY OWNER NAME (if applicable):	E-MAIL:
MAILING ADDRESS:	PHONE:
CITY, STATE, ZIP:	FAX:

SITE INFORMATION

SITE ADDRESS:	BUILDING TAX LOT & MAP NUMBER (if known):
CITY, STATE, ZIP:	OWNER OCCUPIED OR LEASED?
EXISTING SQUARE FEET	TENANT NAME(S):
CURRENT USE OF BUILDING:	
Is the building on the local historic register or within historic overlay district? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, has the building plan been reviewed and approved by the Historic Landmarks Commission? <input type="checkbox"/> YES <input type="checkbox"/> NO	

GRANT REQUEST INFORMATION

GRANT REQUEST AMOUNT: \$

PRIVATE TO PUBLIC MATCH AS RATIO: ____/____

AMOUNT AND SOURCE OF PRIVATE MATCHING FUNDS (i.e., savings account, line of credit, etc.):
***A SURA or Building Improvement Loan can be used as Match provided a lien is placed on the subject property sufficient to secure the loan, attach draft loan documents**

AMOUNT & SOURCE OF ADDITIONAL GRANTS OR FUNDING (should not include private match):

TOTAL SOURCES OF FUNDING (excluding grant request): \$ _____

AUTHORIZATION FOR CREDIT CHECK YES NO

SIGNATURE: _____

ANTICIPATED START DATE OF CONSTRUCTION:

ANTICIPATED FINISH DATE OF CONSTRUCTION:

ARCHITECT INFORMATION (IF APPLICABLE)

NAME:

E-MAIL:

MAILING ADDRESS:

PHONE:

CITY, STATE, ZIP:

FAX:

ARCHITECT/ENGINEER REGISTRATION NUMBER (applicant's design fees are eligible as a convertible loan expense if professionally registered in Oregon):

PROJECT SUMMARY

IN THE SPACE BELOW PROVIDE A BRIEF DESCRIPTION OF PROPOSED PROJECT AND HOW THE PROJECT MEETS THE REVIEW CRITERIA.

Project Description:

1. Project exceeds amount of private match (required match per Table 1). 0 – 15 points
For requests in excess of \$20,000, detail the return on investment to the community.

2. Project increases usable square feet of building for a higher and better use. 0 – 15 points

3. Mixed-use activity of the building is increased (ex: first floor retail/restaurant, second floor commercial/professional/residential, higher floors residential). 0 – 10 points

4. Value of property is increased as documented by pro-forma, appraisal, economic analysis, etc.

0 – 25 points

5. Project provides public benefit, qualitative and quantitative. 0 – 25 points

- a. **Items to illustrate project benefit may include, but not limited to, LEED Certification, low impact design, building innovation, green design, additional residential units, affordable housing, leveraged funding, sustainability, streetscape, increase in tourism, etc.**

6. Project provides an increase in employment. 0 – 10 points

A comprehensive project proposal must accompany this application and include the following. These details will help the Silverton Urban renewal Agency better understand the proposed project. Please use this list as a checklist of all items that must be part of your application package.

- Completed application
- Detailed written description of the scope of the project
- Project costs/budget (including construction expenses, fees, permits, design costs)
- Photos of existing use and site
- Official architectural and engineering renderings/drawings from a licensed professional in 11" x 17" format if required by the Building Official.
- A materials spec board or detailed description of materials and colors
- Documentation of ownership (including, but not limited to deed of trust) or written authorization from property owner
- Organizational papers, if owner is registered entity
- A statement on source of project funding that includes the required private match, and other funds that may be applicable to undertake the balance of the work not funded by the Silverton Urban Renewal Agency. This could include a letter from bank or lender, account balance statement, or other as approved.
- Financial pro-forma documenting the loan-to-value ratio and other economic determinants, if a loan is obtained.
- Competitive detailed line item bid requests from three licensed and bonded trades/professionals
- Construction schedule
- Land Use approval, if needed (see statement form in this packet)
- Historic Landmarks Commission approval, if needed (see statement form in this packet)
- Copy of current City of Silverton Business License (if applicable)
- Submit five (5) copies of application and supporting documents
- Certificate of Insurance (this will be required upon awarding of a grant, identifying the Silverton Urban Renewal Agency as additionally insured)

The applicant understands that the proposed improvements must be reviewed and approved by the Silverton Urban Renewal Agency, or designee. Certain changes or modifications may be required by the Silverton Urban Renewal Agency prior to final approval.

The applicant understands that a grant information sign listing the Silverton Urban Renewal Agency Public Contribution must be posted five (5) days prior to, during, and thirty (30) days past construction completion.

APPLICATION FEE:

The application fee is based on the grant request in the following amounts:

- \$51 - \$10,000 = \$50 fee
- \$10,001 - \$20,000 = \$100 fee
- \$20,001 - \$50,000 = \$200 fee
- \$50,001 - \$100,000 = \$400 fee

CERTIFICATION OF 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 matching grant and is true and complete to the best of the applicant's knowledge and belief.

The applicant certifies that the quotes submitted in the application are competitive from independent contractors free from collusion. The City reserves the right to contact the contractors to determine if the bids are competitive. Noncompetitive bids may be a basis for denial.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is an organization rather than an individual, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the rehabilitation work on the property. Evidence of this authority is attached.

APPLICANT'S SIGNATURE:	CO-APPLICANT'S SIGNATURE (if applicable)
DATE:	DATE:
OWNER SIGNATURE:	CO-OWNER'S SIGNATURE (if applicable)
DATE:	DATE:

PROGRAM OBJECTIVE

The Silverton Urban Renewal Agency (SURA) has a *Building Improvement Program* to encourage investment and upgrades to commercial or industrial property by encouraging significant rehabilitation that improves the value of existing commercial property and supports the highest and best use of commercial or industrial property or new buildings within the Silverton Urban Renewal District.

The program is a matching grant intended to fund internal rehabilitation (non-façade) projects. Particular emphasis and priority is placed on rehabilitation projects that incorporate mixed-use elements with quality construction and that improve the economic vitality of the Silverton Urban Renewal District.

The minimum match ratio for projects is 4:1 and the maximum request is \$100,000, as illustrated in the below table.

Table 1

Grant Request Example	Match	Minimum Total Project	Min Match Ratio
\$10,000	\$40,000	\$50,000	4:1
\$20,000	\$100,000	\$120,000	4:1
\$50,000	\$200,000	\$250,000	4:1
\$100,000	\$400,000	\$500,000	4:1

APPLICATION PROCESS

1. Proposal review meeting with Community Development Director.
2. Pre-application meeting with city staff including but not limited to building department, public works and planning departments.
3. Complete application.
4. Gather supporting material (as indicated in checklist above).
5. Submit five (5) copies of application and supporting documents.
6. City Staff will review the application.
7. Silverton Urban Renewal Advisory Committee review.
8. Silverton Urban Renewal Agency review.
9. Award meeting with City Staff and signing of the Approval Agreement, if approved.

REVIEW PERIOD

Proposals will be reviewed semi-annually by the Silverton Urban Renewal Advisory Committee and Silverton Urban Renewal Agency.

The Application deadline for review for the year's first round is January 15th, (or the Monday following the 15th should it fall on a Saturday or Sunday).

The application deadline for review for the year's second round is July 15th, (or the Monday following the 15th should it fall on a Saturday or Sunday).

REIMBURSABLE EXPENSES

The following expenses are eligible for reimbursement with Silverton Urban Renewal Agency Building Improvement Program funds:

- Design Services.
- Engineering and architectural fees, permits and other fees.
- Historic Register Listing expenses.
- Expenses related to structural improvements, seismic upgrades, and code improvements.
- Expenses related to internal improvements that are considered part of the building that allow the building to operate at a higher and better use.
- Facilities improvements (HVAC, Sprinkler Systems, Elevator, Utility Upgrade, etc.).
- Internal demolition (if square feet of usable space is not reduced).
- New Buildings.
- Addition of residential units above ground floor commercial and/or limited expansion of building, as long as the expenses listed previously are consistent with the rehabilitation and adaptive reuse of a building and increases the value of the building.
- Only expenses incurred after project approval are eligible for reimbursement with the exception of design services, permits, and other similar services required in the application process.

EVALUATION CRITERIA

Within the project description narrative and with supporting documents an applicant must show how their project meets the following criteria. The Silverton Urban Renewal Advisory Committee will score the proposal based on the criteria and point system below.

1. Project exceeds amount of private match (required match per Table 1).
0 – 15 points
2. Project increases usable square footage of building for a higher and better use.
0 – 15 points
3. Mixed-use activity of the building is increased (ex: first floor retail/restaurant, second floor commercial/professional/residential, higher floors residential).
0 – 10 points
4. Value of property is increased as documented by pro-forma, appraisal, economic analysis, etc.
0 – 25 points
5. Project provides public benefit, qualitative and quantitative. .
 - a. Items to illustrate project benefit may include, but not limited to, LEED Certification, low impact design, building innovation, green design, additional residential units, affordable housing, leveraged funding, sustainability, streetscape, increase in tourism, etc.
0 - 25 points
6. Project provides an increase in employment.
0 - 10 points

DISBURSEMENT OF FUNDS

- A post award meeting with City Staff is required upon grant approval. City Staff will review the reimbursement process and conditions; and the awardee will have to sign an Approval Agreement.

- Contractors who perform work on the project are required to have a valid City of Silverton Business License.
- Silverton Urban Renewal Agency funds will be disbursed only upon completion of the work in accordance with the approved plans, evidence that the contractor(s) has/have been paid, and submittal of a W-9. In-kind work performed by the applicant will not be recognized for reimbursement. Work shall be consistent with the application and the SURA must approve any changes in advance, failure to do so may result in loss of funds. The SURA Board must review changes that significantly affect the appearance or structural integrity of the improvements.
- Grant awards are not transferrable.



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(SURA)

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Approval Agreement

Applicant Name: _____

Applicant Phone: _____ Applicant Email: _____

Project Address: _____ Project Type: _____

Property Owner: _____

In consideration of the receipt of Grant or Loan funding from SURA:

1. I understand that Grant or Loan funds will not be distributed until an eligible invoice is submitted to City Staff for review with proof of payment. Payment will be within 30 days of City review and approval of a submitted invoice.
2. I agree to follow the plan submitted with the application and approved by the SURA Board. I understand that any and all changes to the approved plan must be approved by the SURA Board and failure to do so may annul the project funding agreement as determined by the SURA Board.
3. I understand and agree to comply with the attached "Conditions of Approval," if any, as developed by the SURA Board.
4. I agree to complete all improvements within 18 months of the date of approval by SURA. Any extension request must be filed and approved by the SURA Board. All invoices where reimbursement is requested shall be submitted no later than 45 days after project completion.
5. I waive and relinquish all claims, demands, and liabilities, past, present or future, of any nature against SURA and all officers, directors, members, agents and employees of SURA and the City of Silverton ("Indemnified Persons") arising from, related to or connected with the Grant or Loan and agree to indemnify and hold harmless each Indemnified Person from and against all claims, demands, and liabilities arising from, related to or connected with the Grant or Loan or the use, occupation, or implementation of the project.
6. I agree to use only businesses with a valid City of Silverton Business License for project improvements and understand that reimbursements will not be approved for work done by a business if the business did not have a valid business license at the time the work was done.

7. I agree to conduct an EarthWISE environmental assessment within six months of project completion and provide a copy of the final assessment report to the City within 30 days of the date the report is completed.

Applicant Signature _____ Date _____

Property Owner Signature _____ Date _____