



# City of Tigard | Town Center Development Agency

## Application for Exterior Improvement Matching Grant

---

*The City of Tigard’s urban renewal agency – the Town Center Development Agency (TCDA) – is offering a 50 percent matching grant (up to \$25,000) to help offset the costs of exterior improvements to commercial buildings in the City Center Urban Renewal District.*

This application is required for consideration for grant funding. This program uses a competitive selection process that scores applications based on three criteria:

- The potential for positive impact on walkability (or the view from Pacific Highway).
- The potential for the project to improve the Downtown as a business district.
- Maximizing private investment (ratio of public funds to private funds).

In the case of multiple applications, limited funds, or at the discretion of the city, the matching grant awarded may be less than the amount requested in the applicant’s proposed scope of work.

Business Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner Name (if different from applicant): \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_

Does the applicant business have a Tigard business license?  yes  no

Briefly describe your proposed project below.



# City of Tigard | Town Center Development Agency

## Application for Exterior Improvement Matching Grant

---

*Please check any components that would be upgraded or installed as part of your project*

- |                                        |                                     |                                                                              |
|----------------------------------------|-------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> Paint         | <input type="checkbox"/> Awnings    | <input type="checkbox"/> Signage (eligible only as part of a larger project) |
| <input type="checkbox"/> Windows       | <input type="checkbox"/> Doors      | <input type="checkbox"/> Lighting                                            |
| <input type="checkbox"/> Cornices      | <input type="checkbox"/> Masonry    | <input type="checkbox"/> Screening                                           |
| <input type="checkbox"/> Paving        | <input type="checkbox"/> Trees      | <input type="checkbox"/> Plants (shrubs, flowers, grasses, etc.)             |
| <input type="checkbox"/> Benches       | <input type="checkbox"/> Seat walls | <input type="checkbox"/> Art                                                 |
| <input type="checkbox"/> Water Feature | <input type="checkbox"/> Fencing    | <input type="checkbox"/> Roof Art                                            |
| <input type="checkbox"/> Other _____   |                                     |                                                                              |

What is your anticipated budget for this project? \_\_\_\_\_

What is the amount of your grant funding request? \_\_\_\_\_

### ***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 up to a 50 percent matching grant and is true and complete to the best of the applicant's knowledge and belief.

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

Applicant Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature (if not applicant): \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

***Please return this application to:***

Dylan Dekay-Bemis, Economic Development Coordinator  
13125 SW Hall Blvd.  
Tigard, OR 97223

***or***

***Print, sign, scan, and email to  
dylanb@tigard-or.gov***



## Matching Grant Guidelines and Requirements

### *Summary of Steps:*

1. Applicant submits Matching Grant Application with Proposed Scope.
2. Committee makes award decision, approves scope and the maximum grant amount.
3. Agency notifies applicant of decision and sends pre-commitment checklist.
4. Applicant submits three bids (one if proposed work is under \$7,000.). Bids must be submitted within three months of award notification.
5. Applicant obtains necessary regulatory approvals, including those of the planning and building departments (if applicable) and meets any other conditions.
6. Agency issues Commitment of Funds Letter. This letter must be signed and returned within two weeks of receipt.
7. After signing a Commitment of Funds Letter, applicant will contract on their own for construction. Construction must be completed within one year of signing Commitment of Funds Letter.
8. Completed work is checked by urban renewal staff.
9. Funds disbursed to applicant.

### *Review of Applications*

Applications will be reviewed by the Urban Renewal Improvement Programs Joint Committee. The following factors will be considered in selecting a project for funding:

- The potential for positive impact on walkability (or the view from Pacific Hwy).
- The potential for the project to improve the Downtown as a business district.
- Maximizing private investment (ratio of public funds to private funds).

### *Competitive Bids*

The program requires that you get three (3) competitive bids for each type of work you are doing. In the case of work that is less than \$7,000, only one bid is required. All contractors must be licensed by the State of Oregon. All construction contracts will be between the applicant and contractor. The maximum total grant amount will be based on the lowest bids for all elements in the approved scope of work (as determined by the Agency). You may choose to hire any licensed contractor to do the work, but reimbursement will be determined on the basis of the lowest bid for that part of the work. As you get bids, it's important to make sure that the contractors are bidding for the exact same work, and that the prices quoted will still be valid when work begins.

### *Letter of Commitment*

The Commitment of Funds Letter will outline additional terms and conditions of the matching grant, and will serve as the legal commitment of both parties as to the scope and quality of work and the amount of funds committed. Any work deviating from the approved work must be pre-approved by the Town Center Development Agency staff in order for the work to be eligible for reimbursement. Grant funds will not be disbursed for work completed before a Commitment of Funds Letter is provided. The only exception is requests for 50 percent reimbursement of fees for any city permits that are related to the proposed project. This letter must be signed and returned within two months of receipt.

### *Reimbursement of Funds*

Prior to reimbursement of funds, all completed work will be reviewed by Agency staff as to compliance with the Letter of Commitment. In the case of projects that are larger than the required match, the final \$5,000 disbursement of funds will be held until the exterior of the building is "picture ready" and considered complete by staff.

The TCDA Executive Director or his/her designee may make minor exceptions to the program guidelines.