



# City of Tigard | Town Center Development Agency

## Application for Interior Improvement Matching Grant

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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 interior tenant improvements for new catalyst businesses including restaurants, cafes, bakeries or other destination businesses through its Interior Improvement Program. The agency is requesting proposals that will bring these types of businesses to the Urban Redevelopment District.

The TCDA has created the Interior Improvement Program to further the Downtown Tigard revitalization goals. These goals include:

- Attract dynamic new businesses that increase foot traffic in the retail core.
- Develop amenities, such as parks, plazas, green streets and streetscapes that reinforce downtown’s position as the “green heart” of Tigard.
- Incorporate the themes of natural resources such as Fanno Creek and sustainability into new development.
- Support the development of a dynamic mix of housing with retail on the ground floor, accessible by all transportation modes.

This application is required for consideration to receive a 50 percent matching grant as part of the Urban Renewal Improvement Project Opportunity Fund. This program uses a competitive selection process that scores applications based on criteria detailed in the Guidelines and Requirements section of this application.

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

Square footage of the property: \_\_\_\_\_



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Briefly describe your proposed business below.

What permanent tenant improvements are you proposing for the property?

What is your total anticipated budget for tenant improvements? \_\_\_\_\_

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

Estimated number of permanent jobs to be created: \_\_\_\_\_

Please describe how your proposed business will help attract customers and drive foot traffic to downtown Tigard.

Please list your proposed hours of operation.



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### PLEASE SUBMIT THE FOLLOWING WITH YOUR APPLICATION

1. Photograph(s) of space
2. Drawings or sketches of proposed improvements (these do not need to be professional renderings)
3. Business plan, including projected sales, customer profiles, and a 10-year pro forma budget
4. Resume for business owners and / or operators
5. Copy of intent to lease letter

### IF THE BUSINESS IS CURRENTLY IN OPERATION OR THE APPLICANT HAS OWNED OR OPERATED A BUSINESS IN THE PAST THREE YEARS, PLEASE SUBMIT THE FOLLOWING

1. Profit and loss statement from past three years
2. Summary of any litigation in which the owner and / or operator has been named as a defendant, including plaintiff's name, court of filing, case number, and disposition
3. Summary of any adverse action, penalty, or fine levied by a county health department or OLCC, including nature of action, cause, and final disposition

**NOTE: All information submitted by proposers shall be public records and subject to disclosure pursuant to the Oregon Public Records Act (ORS 192.410 et seq.), except such portions for which proposer requests exception from disclosure consistent with Oregon law. Any portion of a submittal (such as the business prospectus) that the proposer claims constitutes a "trade secret" or is "confidential" must meet the requirements of ORS 192.501(2) and ORS 192.502(4). Applicant must clearly identify such material, by marking it "CONFIDENTIAL," and provide separate notice in writing of the status of this material to the official contact.**

### **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: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Printed 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



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## Matching Grant Guidelines and Requirements

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### Summary of Steps:

1. Applicant submits Matching Grant Application to TCDA.
2. Selection Committee makes award decision, approves scope and the maximum grant amount.
3. TCDA notifies applicant of decision and sends pre-commitment checklist.
4. Applicant submits to TCDA three competitive bids from contractors licensed by the State of Oregon (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 Letter of Commitment, which 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. This letter must be returned within two months of receipt.
7. After signing Commitment of Funds Letter, applicant contracts 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 are disbursed to applicant after business has been in operation for one month. Arrangements can be made for partial awards upon completion of specific project phases.

### 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:

FACTORS	MAXIMUM POINTS
<b>1. Business Viability</b>	
Owner / manager's proven track record of success.	<b>40</b>
Strength of business prospectus.	
<b>2. Downtown Enhancement</b>	
Complementary to existing business mix or is a business type presently lacking.	<b>40</b>
Proposed business will activate downtown Tigard.	
<b>3. Proposed Project's Financial Terms</b>	
Feasibility of financing structure – private financing and equity contribution.	<b>20</b>
Public financial investment – grant will leverage significant private investment.	

### Questions?

Please contact Dylan Dekay-Bemis, Economic Development Coordinator, at 503-718-2560 or [dylanb@tigard-or.gov](mailto:dylanb@tigard-or.gov)