



# Small Projects Grant Program

## Funding to Renovate Your Building Exterior and Property!

The Redmond Urban Renewal Agency wants to be a partner in helping make your project successful! The Small Projects Grant Program provides up to \$5,000 of funding for exterior rehabilitation projects that show significant aesthetic improvement to the property in the Urban Renewal District (see map).

Eligible work includes: repair, replacement or alteration of building exterior such as doors, windows, awnings, exterior painting and prep work (major, not maintenance), signage, and site improvements such as sidewalks and landscaping.

Ineligible work includes: maintenance cleaning (ex. washing, scrubbing, general maintenance, etc.), property maintenance, improvements to non-public faces of buildings, interior improvements, building acquisition, inventory or other working capital, administrative costs or payments to borrower, and new development or construction.

**IMPORTANT:** Complete the sections below and return the first three (3) pages of the application along with the project bids, IRS W-9 form, Deschutes County Property Ownership Report from DIAL, and State of Oregon Business Registry Report.

*Please see Checklist items for "ALL PROJECTS" on Page 2.*

***Only complete applications will be considered. Work may only begin once an agreement with the Agency is approved and recorded.***

**NOTE:** Name of applicant and mailing address must be the same on all applicable documents (submitted application, IRS W-9, Deschutes County Property Information DIAL, Etc.).

### APPLICANT INFORMATION:

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Property "Owner of Record" per DIAL: \_\_\_\_\_

Primary Applicant or Contact's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_ Tax Lot #: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### BUILDING INFORMATION:

Year Built: \_\_\_\_\_ Historic Name(s): \_\_\_\_\_



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### PROJECT INFORMATION:

**Total Project Costs:** \_\_\_\_\_ **Grant Request (up to 50% of project costs):** \_\_\_\_\_

**Scope of Work:** Check those eligible work aspects that apply. **Attach two (2) bids** from licensed contractors **for each portion of the project which is less than \$10,000 and three (3) bids for any portion more than \$10,000.**

✓ All That Apply	Scope of Work	Estimated Cost
	Repair, replacement or alteration of building exterior such as doors, windows, awnings, exterior painting, and prep work (major, not maintenance)	\$
	Signage	\$
	Site improvements such as sidewalks and landscaping	\$
<b>Total</b>		\$

### CHECKLIST - CHECK ALL BOXES THAT APPLY TO YOUR PROJECT:

#### ALL PROJECTS MUST PROVIDE:

- Bids for proposed work: two (2) bids for work under \$10,000, three (3) bids for work over \$10,000
- W-9 form signed by property Owner of Record per Deschutes County DIAL
- Consultation with city planning regarding possible historical significance c/o Scott Woodford:  
[scott.woodford@ci.redmond.or.us](mailto:scott.woodford@ci.redmond.or.us)
- Single-page copy from Deschutes County DIAL Ownership Report – <http://dial.deschutes.org>
- Single-page copy from State of Oregon Business Registry Report – [http://egov.sos.state.or.us/br/pkg\\_web\\_name\\_srch\\_inq.login](http://egov.sos.state.or.us/br/pkg_web_name_srch_inq.login)
- Current photo of building where improvements will occur

#### PAINT & AWNINGS

- Provide samples of colors chosen from Façade Program Paint Palette – [www.ci.redmond.or.us/home/showdocument?id=19359](http://www.ci.redmond.or.us/home/showdocument?id=19359)
- Identify primary & accent colors
- Note where awnings will be placed
- Submit written verification that design & size comply w/City Code

#### SITE IMPROVEMENTS:

- Submit site plan and written verification from City Planning that site plan complies w/City Code



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### PROPERTY OWNER AUTHORIZATION:

I, \_\_\_\_\_ hereby authorize \_\_\_\_\_ to enter into the Façade Rehabilitation Grant Program as specified in the accompanying Application, on my property located at \_\_\_\_\_, which is within the City of Redmond’s Urban Renewal District in order to construct improvements to the property.

I also agree to hold harmless the City of Redmond in the event of property damage or physical injury as a result of working on the aforementioned project.

I also understand that I will enter into a one-year contractual agreement for the project and that a five-year lien equal to the grant value of the proposed improvements will be imposed on the property.

\_\_\_\_\_ Date \_\_\_\_\_  
Property Owner

Notary - State of \_\_\_\_\_ County of \_\_\_\_\_

On \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ personally appeared before me,

- \_\_\_\_\_ who is personally known to me
- \_\_\_\_\_ whose identity I proved on the basis of \_\_\_\_\_
- \_\_\_\_\_ whose identity I proved on the oath/affirmation of \_\_\_\_\_, a credible witness

to be the signer of the above document, and he/she acknowledged that he/she signed it.

\_\_\_\_\_  
Notary Public

### CERTIFICATION BY APPLICANT:

The applicant certifies that all information provided given is true and complete to the best of their knowledge and belief. If the applicant is not the owner of the property, 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 proposed work. Evidence of this authority must be attached.

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



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### IMPORTANT INFORMATION TO KNOW:

#### Qualifying Requirements:

- Eligible properties are commercial, industrial, or mixed-use live work buildings located in the Urban Renewal District. Multifamily properties with four or more units are also eligible.
- The City of Redmond will provide up to \$5,000 in grant assistance per property with a 50% match required by the applicant for improvements. Grant funds are unavailable for interior work.
- Program funding may be used one time per property unless the property has new ownership within 5 years since the last grant was awarded and the proposed project brings the property to a higher standard of improvement.
- All projects must comply with the Redmond Development Code and be permitted appropriately through the Building Department.
- All awnings and signage projects will need a stamped and structural engineer drawing to submit to the City for the building permit process.
- All applications shall demonstrate compliance with the Downtown Architectural Design Standards, if applicable, and shall be: in the public interest, encourage greater marketability of the district, and complement the existing historic downtown core, where applicable.
- All storefronts shall be designed, constructed, and maintained to compliment and accept the architectural features of the building. All accessories, signs, awnings, etc. shall likewise compliment the overall character of the building.
- Funds shall be allocated based on the following criteria and are subject to availability: visual prominence of the building and its location, aesthetic quality design proposal, historical and architectural significance of the building, potential impact on the attractiveness of the city streetscape, the particular building, and the economic development of the downtown urban renewal district, and readiness to proceed.

Taxes: City of Redmond taxes levied on the building and property described in this application must be paid to date. Additionally, since this program is a grant, the amount funded will generate an IRS 1099 form from the City of Redmond. Attach a completed w-9 form. Please consult your tax professional with any questions.

#### Items Needed for Reimbursement at End of Project:

- Contractor's Final Invoice (itemized description of work performed, and materials used)
- Proof of Payment to Contractor (copy of check, bank statement, etc.)
- Pictures of Completed Project
- Site Inspection (conducted by City staff)

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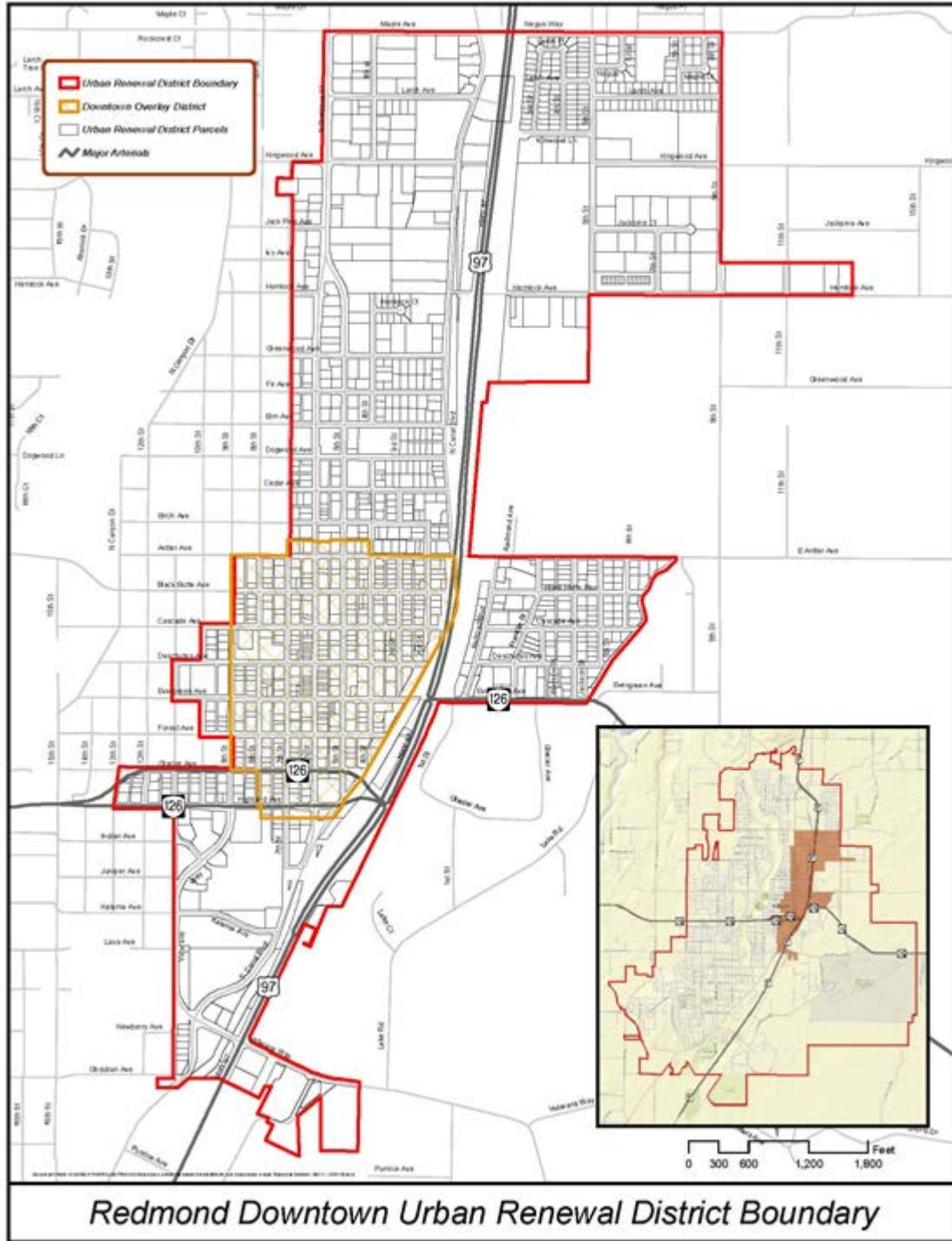
*Small Projects Grant Program – Application revised 10/1/2019 – Return completed form to:*  
Chuck Arnold, Urban Renewal Program Manager, City of Redmond, 411 SW 9<sup>th</sup> Street, Redmond, Oregon 97756  
Via email: [Chuck.Arnold@ci.redmond.or.us](mailto:Chuck.Arnold@ci.redmond.or.us) Call with questions: (541) 923-7761



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### REDMOND DOWNTOWN URBAN RENEWAL DISTRICT MAP



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