



CITY OF
**West
Linn**

Questions?

Email: Alena Schnarr, Business Support: aschnarr@westlinnoregon.gov

Façade Improvement Grant Program
Round 5: American Rescue Plan Funding
Program Overview, Guidelines and Application

October 5, 2022

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Section A: PROGRAM OVERVIEW

The City of West Linn is offering a fifth round of Small Business Grants utilizing American Rescue Plan Act (ARPA) dollars to assist West Linn brick and mortar businesses and commercial property owners improve the façades of their commercial buildings. The objective of the grant is to improve the appearance of buildings, enhance walkability and marketability – and to improve the community’s overall economic vitality.

This program will offer 50:50 matching grants up to \$10,000 for improvements. Your project can exceed \$20,000 but the City will not pay more than 50% of \$20,000 in costs, equaling a maximum grant award of \$10,000. The City is also offering an opportunity for business owners to apply for an additional \$2,000 dollars in design assistance for projects requiring construction drawings/architectural renderings. **Formal drawings are not required to apply.**

Background:

The first two rounds of direct to small business owners, provided in 2020, were paid for jointly by the State of Oregon and the City of West Linn. The third round of funding, provided in 2021, used Federal pass-through dollars from the Coronavirus Relief Fund (CRF). In 2022, West Linn City Council allocated \$225,000 of American Rescue Plan Act (ARPA) dollars to support West Linn businesses in need of financial assistance and assist with ongoing pandemic recovery. The City distributed 55 direct to small business grants, totaling \$100,000 of funds, in our round four grant program in June 2022. The City will distribute a sixth round of grants for small businesses later this year.

The City intends to continue working with the West Linn business community, with help from the City’s Economic Development Committee, the West Linn Chamber of Commerce, Historic Willamette Main Street, and other groups to understand business needs and provide any assistance that we can.

Commitment to Equity and Inclusion:

The City of West Linn encourages applications from businesses owned by historically disadvantaged groups, and will score all applications equitably and comply with local, state, and federal law. The City of West Linn is committed to equal opportunity for all and will evaluate applications without regard to an individual’s race, color, religion, national origin, age, sex, marital status, political affiliation, veteran’s status, physical or mental disability, sexual orientation, gender identity or any other status protected by federal, state or local laws.

Instructions: Please read the eligibility requirements on **page two** and application process on **page three**. If your business meets the criteria, please complete the application on pages 4-7.

Section B: ELIGIBILITY REQUIREMENTS

The following businesses/properties are eligible to apply:

1. Business/commercial property is located in a commercial zoning district within the City of West Linn:
 - a) General Commercial (GC)
 - b) Mixed Use (MU)
 - c) Neighborhood Commercial (NC)
2. Business is visible from public right of way/street.
3. Business has current West Linn Business License.
4. Business is not home-based.
5. Property owner is current on property taxes.
6. If property owner is applying and their building houses multiple addresses/businesses on one tax lot, please use one application.

The following projects are **eligible to apply** for a West Linn Façade Grant:

1. Exterior painting; Exterior siding repair or replacement
2. Exterior lighting
3. Accessibility improvements
4. Repair, removal, or installation of canopies or awnings (except those with business names on them)
5. Masonry, brick, stucco, wood cleaning or repair
6. Work on cornices, gutters and downspouts
7. Sign repair, replacement or installation (eligible only as part of a larger façade improvement project)

The following projects are **ineligible** for a West Linn Façade Grant:

- Refinancing of existing debt; Interior improvements; Landscaping; Sidewalk Improvements; Non-permanent fixtures; Security systems; Installation of bike racks or fences; Billboards; Previously completed design or construction work; Individual business signage

Additional Conditions:

- All projects shall conform to the design standards and code requirements of the [West Linn's Community Development Code](#) and all other applicable regulations of the [West Linn Municipal Code](#).
- If property is located in the Historic Design Review district, applicant shall conform to the Historic Design Review regulations in Chapter 25 of West Linn's Community Development Code.
- Improvements funded by the grant shall be maintained in good order for a period of at least five years; graffiti and vandalism will be dutifully repaired during this time period.
- Construction may not begin until project is approved, a contract between grantee and City West Linn is signed, and any required building and trade permits are issued.
- Criteria for non-performance:
If a project is not complete one year after grant award date, the applicant will only be reimbursed for expenses that occurred up to that date.
- Should a building owner that receives a grant award sell the property, they must submit a withdrawal letter within 15 days of closing the property. If the new property owner would like to assume the grant project and grant award as approved by the City of West Linn, the applicant must meet with City Staff.

Section C: Application Process & Timeline

- Review eligibility criteria.
- If your business/property is eligible, please complete and submit Façade Grant Application on Pages 4-7.
- Scan and email application including photographs/sketches of proposed project area to:
WestLinnBusiness@westlinnoregon.gov
- **Application Deadline: Friday October 28, 2022 at 5:00 p.m.**
- Notification of award and pre-commitment checklist will be emailed to grantees within approximately 30-45 days of application.

Section D: Summary of Steps & Timeline

1. Applicant submits Façade Grant Application by Friday, October 28, 2022
2. City of West Linn reviews grant applications and requests site visits and additional information as needed.
3. City of West Linn notifies applicant of decision grant recipients within 30-45 days of application deadline, October 28, 2022. **Funds will not be awarded until project is complete and meets criteria described in pre-commitment checklist.**
4. Approved grant award recipients will receive a pre-commitment checklist from the City. This checklist will describe steps needed to move forward with project including any permits, bids, architectural drawings, additional documents, etc.
5. Pre-commitment checklist must be completed within 90 days of issuance.
6. Once the pre-commitment checklist is complete and the conditions are met, the City will issue a *Commitment of Funds Contract*.
7. After applicant signs *Commitment of Funds Contract* the applicant will contract work on their own.
8. Project must be completed and have received approved final inspection(s) within 12 months of date on signed *Commitment of Funds Contract*.
9. Once project is complete, and all criteria in contract are met, funds will be distributed to grant recipient.

The goal of this process is to make the initial application process simple. The City will work with you to create the best strategy for your project during the review period.

Section E: Review and Approval Process

The City reserves the right to make final award determinations, the right to reduce the total amount of funds available in this round, and the right to offer additional rounds of funding. The City reserves the right to request additional information.

The following factors will be considered when reviewing applications:

1. The potential to improve appearance/aesthetic of exterior facades in a commercial zoning district.
2. The potential to revitalize storefronts clearly visible from the street/public right of way.
3. The potential to improve walkability and overall economic vitality of the surrounding commercial district.
4. The potential to revitalize older or vacant buildings.
5. The potential to support as many different properties and businesses.

Questions about your project?

Please email Alena | Business Support staff: aschnarr@westlinnoregon.gov



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E-mail: Alena Schnarr, Business Support: aschnarr@westlinnoregon.gov

Section F: Business Recovery Grant Application Form

Instructions:

1. Applicant completes all sections on Pages 4-7
2. Please scan and email signed (need real signature, not typed) application plus photographs/sketches of proposed project to: WestLinnBusiness@westlinnoregon.gov
3. Please see Page 3 for details on review process, awards and timeline.
4. If you need help with translation services, please let us know and we will find resources for you.

Section F1:

Applicant Name:

Business(es) Name that will benefit from this grant:

(Businesses: Please list DBA.

Property Owners: Please list all businesses that will benefit from this grant.)

Property Address:

Applicant Mailing Address:

Applicant Phone:

Applicant Email:

Tax Lot #:

West Linn Business License # _____

Property Owner Information (if different than the applicant):

Property Owner Name:
(if different from applicant)

Property Owner Phone:

Property Owner Email:

Section F2: SCOPE OF PROJECT:

Please describe your proposed project in as much detail as possible. If you need more space, please attach separate document(s). Please include in your scope:

- Description of the elements you would like to improve.
- Please list the materials you will be using to improve your façade.
- If you have a concept drawing of your project, please include. *Formal drawings are not required to apply.*

Section F3: GRANT REQUEST

Please tell us about the financial scope of your project. If you have estimates from contractors, you are welcome to include. **Formal bids are not required to apply - they will be required if your project is approved.**

1. What is your anticipated budget for the project?

2. If your project is approved, would you be interested in an additional \$2,000 in design assistance to help with the costs for architectural drawings? Yes No

3. If your project is approved, would you interested in an additional \$500 (or 50% of your permitting fees, whichever is less, to help offset costs for City of West Linn’s permitting fees? Yes No

4. Please provide a rough estimate for the materials and costs for the different elements of your project. (For example: Paint = \$_____, Awning = \$ _____, Labor = \$_____).
 - These numbers can be ballpark figures.
 - If you have formal bid(s), you may include, but they are not required at this stage.
 - Formal bids will be requested in your pre-commitment checklist.
 - If you need more room, please attach a separate piece of paper.

Section F4: IMAGE DOCUMENTATION

Please include photographs (send as attachments) of your existing building/façade where the improvement project will take place.

Section F5: ADDITIONAL QUESTIONS

1. Did your business receive a grant in either Rounds 1, 2, 3 or 4 of West Linn’s pandemic grant programming?
 Yes No
2. Do you have a physical storefront (“brick and mortar” business)?:
 Yes No
3. How long has your business been operating in West Linn?
 0-3 years 4-8 years 9 or more years
4. What year was your building built?
5. If this building has been vacant, please tell us how many years it has been vacant:

Section F6: APPLICANT CERTIFICATION & SIGNATURE(S)

The applicant certifies that all the information in the application, and all information furnished in support of this application, is given for the purpose of obtaining a 50% matching grant and is true and complete to the best of the applicant’s knowledge. The applicant certifies to the City of West Linn that they have read the guidelines and eligibility requirements and agrees to abide by them.

By signing this application, the applicant agrees to comply with all the regulations of the City of West Linn and certifies that their business or businesses located at their property are in compliance with all federal, state and local regulations.

If the applicant is not the owner of the property to be rehabilitated, or 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’s Signature
 (wet signature, not typed)

Applicant’s Printed Name

DATE

Property Owner Signature
 (if not applicant)

Property Owner Printed Name

DATE

SUBMITTAL:

Please scan + email this 4 page (Pages 4-7) application + additional documents to:

WestLinnBusiness@westlinnoregon.gov arriving no later than **October 28, 2022 at 5:00 pm**

Snail Mail:

City of West Linn
 Attention: Alena Schnarr
 22500 Salamo Road
 West Linn, OR 97068