



La Grande Urban Renewal Agency (URA)

(February 8, 2017)

Revitalization Incentive Program

A. Geographic Scope:

Within the Urban Renewal District. (See Map, Exhibit A)

B. Purpose

The purpose of this policy is to direct resources within the core downtown area primarily and within other areas of the Urban Renewal District secondarily with the primary goals of improving the exterior of historic buildings and to provide new opportunities for locations of high-traffic retail businesses, which could include any of the following: improving accessibility issues, streetscape projects and building renovations.

C. General Criteria

- 1) Subject property(ies)/ project(s) must lie within the Urban Renewal District's "Geographic Scope" referenced in Section A.
- 2) Current or prospective owner(s) or developers representing owner(s) with consent, must be willing and agreeable to undertake a building/ property restoration, redevelopment or development project.
- 3) All projects submitted for URA funding consideration must conform to one or more projects or goals stated in the La Grande Urban Renewal Plan of 1999.
- 4) When considerations for project funding are being made, the following criteria will serve as guidelines to help evaluate and when appropriate, rank applications:
 - i. Preference will be given to projects that have the end result of viable for-profit business occupancies upon project completion. (3 points)
 - ii. Preference will be given to projects that help achieve the mission of the La Grande Urban Renewal Plan to revitalize La Grande's Central Business Zone by either investing in public improvements and public/private development partnerships in the Central Business Zone (CBZ) or facilitating the development of commercial and industrial parts of the Urban Renewal District to create jobs and income that will provide economic support to the CBZ. (2 points)

- iii. Preference will be given to projects that can demonstrate the mitigation, reduction, or removal of blight. (2 points)
 - iv. Preference will be given to projects with higher ratios of private investment to public funding and expected return of property tax revenues. In calculating this ratio all project costs shall be considered, including elements which are not eligible uses of funds such as certain housing elements. (1 point)
 - v. Preference will be given to projects that fully utilize or maximize the square footage of the building, as opposed to only the ground floor or only upper floors. (1 point)
 - vi. Projects initiated by the City of La Grande or the La Grande Urban Renewal Agency are exempt from these criteria.
- 5) If in the downtown, the project must include a ground-floor “storefront” to encourage retail commercial use or other uses that will drive additional foot traffic downtown.
 - 6) A third party developer may represent the property with owner’s consent.
 - 7) Any past-due fines, taxes, fees or outstanding violations of local ordinances or permits must be addressed prior to any financial participation from the URA.
 - 8) Project applicant must enter into an agreement with the URA for performance.
 - 9) Any funds disbursed by the URA will be considered a reimbursement based on qualifying expenses submitted by the applicant unless other arrangements are made at the time of agreement.
 - 10) The applicant’s financial need, or lack thereof, will not be considered as part of the evaluation of the application. (the applicant must be able to meet the required match).
 - 11) Funding decisions will not be based on whether or not a project has been started or completed prior to award, provided the project has been determined to be eligible for funding under this policy. Applications submitted “out of cycle” (in accord with section F. 7. below) and/or projects underway that have otherwise met the criteria for funding consideration will be treated with equal merit to those projects that are under consideration which have not yet started.
 - 12) If projects are in the Historic District or otherwise are under the purveyance of the Landmarks Advisory Commission, projects must:
 - i. Receive certificate of “historic appropriateness” from the Commission prior to any final grant award and/or disbursement of funds.
 - ii. Follow “The Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.”
 - iii. Follow any and all standards and guidelines prescribed by the City of La Grande, to include 2009 STANDARDS AND GUIDELINES

MANUAL FOR HISTORIC REHABILITATION AND PRESERVATION.

D. Allowed uses of funds

- 1) Professional design and engineering services, provided the project is completed within the terms of the agreement.
- 2) Project must comply with all relevant local, state and federal laws and codes.
- 3) Exterior façade renovations, to include:
 - i. Windows
 - ii. Doors
 - iii. Storefronts
 - iv. Awnings
 - v. Alley-facing entrances
 - vi. Painting and cleaning
 - vii. Masonry repair, restoration or cleaning
 - viii. Appropriately repairing, restoring or replacing of cornices, entrances, doors, windows, decorative details and awnings
 - ix. Sign removal, repair or replacement
 - x. Building identification
 - xi. Critical maintenance, structural or code compliance
 - xii. Restoration projects, including removal of slip sheathing or other treatments
 - xiii. Roofs & roof repair
- 4) Accessibility issues, to include elevators and associated equipment.
- 5) Streetscape improvement projects.
- 6) Site-related infrastructure.
- 7) Work required for Building Code compliance.
- 8) New site development, new construction.
- 9) Mitigation, reduction or removal of blight.
- 10) Housing/residential elements of a project would **ONLY** be eligible for funding **IF AND ONLY IF** the improvements are on upper floors of a project that included improvements to ground floor **RETAIL**. Housing/residential projects on upper floors above existing retail would not be eligible unless the retail space was also being improved.
- 11) Other interior work to be approved on a case-by-case basis:
 - i. Permanent improvements that have a life span greater than five years that are not considered basic or minor tenant improvements or other items or fixtures that cannot easily be removed from the structure.
 - ii. Mechanical, electrical, plumbing systems upgrades or repairs.

E. Prohibited uses of funds

- 1) Refinancing existing debt.
- 2) Marketing property for re-sale.
- 3) Conversion of downtown ground-floor uses to other than retail, entertainment or food & beverage.
- 4) Except as allowed in D. 10) above, housing/residential elements of a project including but not limited to improvements on upper floors of a project that include improvements to ground floor commercial and stand-alone housing/residential projects would not be eligible for funding.
- 5) Payment of taxes, fines or fees current or delinquent.
- 6) Payroll of employees related to the developer or associated businesses, unless involved in the construction phase of the project.
- 7) Cleaning unless it is required as part of an otherwise allowable use of funds.
- 8) Inappropriate restoration activities.
- 9) Inappropriate or non-approved design or materials.
- 10) Interior improvements (unless directly related to an approved exterior project or part of a needed and approved structural or accessibility improvement project) including but not limited to:
 - i. Carpeting, floor coverings.
 - ii. Interior painting.
 - iii. Removable fixtures, furnishings, etc.
- 11) Professional design and engineering services except as part of an approved project.
- 12) Working capital.
- 13) Financing of inventory.

F. Applicant Criteria

- 1) Proposals may come from tenants, owners of buildings or third party developers; if other than the owners, an authorization letter from owner(s) must accompany proposal/ application.
- 2) Approved renovation projects should be ready to begin within six (6) months of application and shall be completed within eighteen (18) months of application.
- 3) Applicants must enter into an agreement with the URA and work with City/URA on their project.
- 4) Applicant cannot have any outstanding or unresolved fine, fee, permit, lawsuit or infraction with the City of La Grande.
- 5) Any agreement or application extensions may only be granted by the District Manager or the URA. All granted extensions will be reported to the URA.
- 6) Any deviations from initial submittals must be approved by the District Manager.
- 7) Projects may commence prior to funding award, at the applicant's risk, but only after a written application has been submitted and the District Manager deems the application complete. The applicant acknowledges that submission of the grant

application does not bind the URA in any way and that funding cannot be approved more than one fiscal year following the submission of the application.

G. Funding Information

- 1) Projects should be a minimum of \$10,000, total cost:
 - i. City of La Grande Urban Renewal – up to 1/2 of total cost, up to \$50,000.
 - ii. Urban Renewal funding may be up to \$75,000, if a majority of work performed is done with Union County vendors/ contractors.
 - iii. Private building owner(s)/tenant(s)/ developer(s) must contribute at least 1/2 of total project cost; contribution may come from commercial lenders or other sources, including grants or loans from other agencies on applicant's behalf.
 - iv. Funding for projects is typically capped at \$75,000 as described above, however, major projects with a total project cost in excess of \$500,000 may be considered for higher levels of funding on a case-by-case basis. These major projects, at the District Manager's discretion, may be considered for approval outside the normal funding cycle, which would include the District Manager calling for a special meeting of the URAC and/or the URA to consider such requests.
- 2) Funding is contingent upon budget approval and subsequent availability of funds.
- 3) Local funds may at times be augmented by outside sources, such as State of Oregon grants.
- 4) Funds will be disbursed on a reimbursement basis ONLY; accurate and timely receipts are required to receive funds from the URA.
- 5) Normally, funds will be disbursed on completion of the project; however, the applicant may request a maximum of one (1) progress payment be authorized as part of the agreement between the URA and the applicant. Only projects with grant awards exceeding \$25,000 are eligible to receive a progress payment.
- 6) URA will make every effort to provide timely disbursements upon receipt of complete applications and proof of appropriate expenses.
- 7) For projects eligible for progress payments, minimum disbursement request shall be 50 percent of the total award, and the project must be determined to be at least 50 percent completed at the time of the progress payment.
- 8) The URA will have the ability to make loans in addition to, or in place of, grants at its discretion.
- 9) Real property related to the project may not be transferred or sold within five (5) years from the date of the first disbursement of funds. In the event of a sale, the contribution of URA funding will be considered a loan and the full amount of any and all URA funds disbursed shall become due and payable to the URA immediately upon said sale or transfer. Liens may be placed on properties

receiving URA benefits for amounts up to the full grant amount at the discretion of the URA and/or the District Manager. Projects initiated by the City of La Grande or the La Grande Urban Renewal Agency would be exempt from this provision.

- 10) Funds disbursed under this program may not be combined with Building Façade Grant funds related to the same project at the same time (during a 12-month period) and site location.

H. Application and Approval Procedure

- 1) Application must be on a project intake form provided by the URA and must include all necessary and required supporting documentation so as to fully satisfy all of the above-stated criteria to be deemed complete. Project applications may be submitted either as digital entries (Adobe Acrobat, Microsoft Word, Microsoft Excel, Microsoft PowerPoint or JPEG image files are acceptable formats) that are emailed or hand-delivered as a CD or as hard copies hand-delivered or mailed to City Hall. Faxed copies will not be accepted.
- 2) Application must be submitted not later than the date established by the District Manager as the cutoff for consideration each fiscal year, typically not later than March 31, to be considered for funding. Approved projects will normally receive funding approval effective on July 1st.
- 3) Any and all of the following bodies may be involved in the approval and/or review of a project:
 - i. City of La Grande/URA staff.
 - ii. La Grande Landmarks Advisory Commission.
 - iii. La Grande Main Street Design Committee.
 - iv. La Grande Urban Renewal Advisory Commission.
 - v. La Grande City Council/ Urban Renewal Agency.
 - vi. La Grande Planning Commission.
 - vii. State of Oregon Main Street program.
 - viii. State of Oregon Historic Preservation Office.
- 4) All funding requests will require La Grande Urban Renewal Agency approval at a public meeting.
- 5) Upon receipt of a complete application, applicants will be notified within thirty (30) days of project application completeness.
- 6) Applications may be modified or approved with conditions.
- 7) Applicants and/or a representative will be required to present their projects during a joint special meeting of the Urban Renewal Agency and URAC.
- 8) City/URA staff may provide technical assistance and resources to applicants to help ensure successful applications to the extent possible.

- 9) City/URA staff will review applications and provide a staff report which shall include comments regarding how the application meets the criteria required in this policy and conformance with the Urban Renewal Plan.
- 10) The Urban Renewal Agency and the Urban Renewal Advisory Commission shall conduct a joint special meeting to consider the funding applications and evaluate the applications using the following sequence:
 - 11)
 - a. Introductions and roll call of Agency and URAC.
 - b. Staff report on the projects, including the Staff recommendation for funding.
 - c. Public Comments—during this portion members of the audience will be allowed to comment on the program and the projects. Applicants will be asked NOT to respond to any questions or engage the public during this portion of the meeting. Following this public comments session, no further public comments will be entertained.
 - d. Applicant Presentation - Each applicant or their representative will be required to present their project and answer questions from the Agency and URAC. Applicants who do not give a presentation will not be eligible for funding in this cycle. The applicant may choose to respond to any comments or questions raised during public comments at their discretion. It would be hoped that the URAC and Agency would engage in a conversation with the applicants to fully understand each project.
 - e. Agency/URAC individual scoring—following the presentations, the Agency and URAC members will individually score all applications using forms provided and turn them in to Staff.
 - f. Break—during the break the Staff will compile the results and order rank the projects.
 - g. Reconvene and Agency/URAC deliberations - No public comments, or comments by applicants, will be entertained during this portion of the special meeting. The Staff will have a projector to display the spreadsheet showing the projects in the ranked order with a “cut line” of available funds and will be able to perform calculations to show changes in real time. The Agency and URAC will review the order ranking developed from the individual scoring and ideally reach consensus on funding amounts for the projects, including a minimum and maximum funding amount. Once consensus is reached on how to allocate the projected funding available, the Agency would vote to approve the funding. (Actual funding is contingent upon budget adoption). If consensus is not reached, the Agency will act on each project individually, beginning with the top ranked project from the scoring exercise, following the motion and second, there would be discussion that includes both the Agency and URAC prior to the Agency’s vote for each project.

- 12) :For each project funded, the URA shall establish a minimum amount to be funded and a maximum amount to be funded, based on the projected funding available. The minimum amount and maximum amount may be the same. If, during the same fiscal year the project was funded, additional funding becomes available as the result of cancelled projects or completed projects which do not qualify for the amount approved, the surplus funds will be allocated to the approved projects based on the percentage of the project funded by the URA until the funds are exhausted on a pro-rata basis. For example, if two projects were not fully funded, and one was funded at 75% of the eligible funding amount and the other at 25% of the eligible funding amount, they would receive 75% and 25% of the additional funds respectively, up to the maximum amount determined when the projects were initially approved. See Exhibit B for an illustration.
- 13) Additional Funding Requests: The URA shall not consider any requests for funding increases to approved project funding resulting from cost overruns or changes in the project that are not an increase in the scope of the project including but not limited to changes in materials or contractors. The URA may consider funding requests at the next funding cycle, which shall compete as if it were a new project, for unforeseen conditions encountered or increasing the scope of the project for items including but not limited to expanding the project to include additional square footage or adding new features that were not part of the original application.

I. Submittal Requirements:

- 1) All submissions must be accompanied with the following information:
 - i. Building owner name & contact information.
 - ii. Project applicant name (if different from above) & contact information.
 - iii. Letter of authorization from building owner, if owner is not applicant.
 - iv. Building address.
 - v. Building historic name, if known.
 - vi. Current photograph of the building & historic photos, if available.
 - vii. Funding amount requested.
 - viii. Detailed project budget, on an attached sheet to include expenditures and sources of funds.
 - ix. Detailed narrative and/or visual description of project.
 - x. Detailed conceptual project floor plan/drawings and site plan.
 - xi. Current building use, including tenant (not residential) names and contact information.
 - xii. Project timeline.
- 2) The submitted application and proposal for the project, once accepted as the final concept, shall become and wholly remain the property of the City/URA. The City/URA will retain the reproduction rights to use images of the artwork to

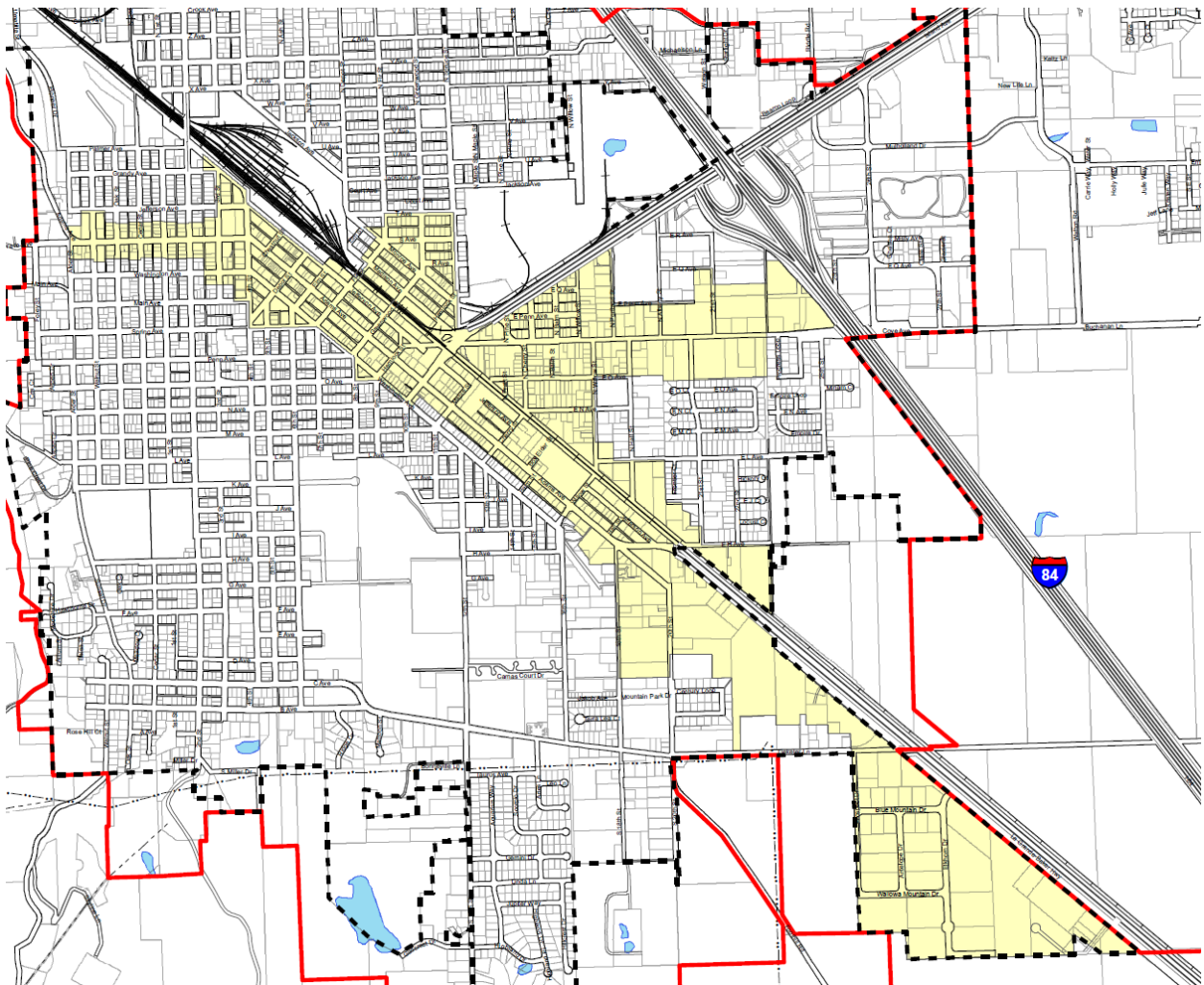
prepare and distribute marketing materials, web site materials or for any other use in promotional materials.

Approved by the Urban Renewal Agency

Robert A. Strope
District Manager

Exhibit "A"

La Grande Urban Renewal District



If funded projects are cancelled, with both partially funded and non-funded projects identified with minimum and maximum funding amounts

Project	Applicant Stated Project Value	Grant Request	Eligible Amount	Minimum Funding (Amount Actually Awarded)	Percent of Project Funding-- Eligible Amount	Pro-Rata Percentage Funding for those projects with some funding	Maximum Pro-rata Additional Funding	Maximum Funding, Less Original Award Equals New Maximum Amount	Amount Additional Funding From Cancelled Projects	Revised Total Funding-- All Partially Funded Projects Now Fully Funded	Original Award-- Before Cancellation of Projects Approved and Awarded Funding	Percent of Project Funding-- Less than full Eligible Amount	Pro-Rata Percentage Funding for those projects with some funding	Maximum Additional Pro-rata Funding	Maximum Funding, Less Original Award Equals New Additional Funding	Revised Total Funding	Calculations for projects which have \$0 minimum funding, but did have maximum funding, and which will receive pro-rata funding from cancelled projects if there are funds remaining		
																	Value of Cancelled Projects, one, seven, and eight:	Value of Cancelled Projects Funds, less the amount distributed to partially funded projects to reach 100% of maximum for those projects	
One	\$ 250,000	\$ 75,000	\$75,000	\$ 75,000	100%		\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000								
Two	\$ 150,000	\$ 75,000	\$75,000	\$ 37,500	50%	27%	\$ 40,289	\$ 37,500	\$ 40,289	\$ 75,000	\$ 37,500								
Three	\$ 125,000	\$ 62,500	\$62,500	\$ 25,000	40%	21%	\$ 32,231	\$ 37,500	\$ 32,231	\$ 62,500	\$ 25,000								
Four	\$ 375,000	\$ 75,000	\$75,000	\$ -	0%		\$ 35,000	\$ -	\$ -	\$ -	\$ -								
Five	\$ 78,000	\$ 39,000	\$39,000	\$ 37,500	96%	52%	\$ -27,479	\$ -1,500	\$ 1,500	\$ 39,000	\$ 37,500								
Six	\$ 137,000	\$ 68,500	\$68,500	\$ -	0%		\$ 68,500	\$ -	\$ -	\$ -	\$ -								
Seven	\$ 225,000	\$ 75,000	\$75,000	\$ 60,000	80%		\$ 75,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000								
Eight	\$ 48,000	\$ 25,000	\$15,000	\$ 15,000	100%		\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000								
Totals:			\$250,000			186%	\$ 74,021	\$ 176,500	\$ 74,021	\$ 176,500	\$ 250,000								