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## **Downtown Canby Façade Improvement Program**

### **GRANT PROGRAM MANUAL**

***A Project of Canby Urban Renewal Agency***

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Managed by:

Downtown Canby Main Street Program

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Canby Main Street Manager

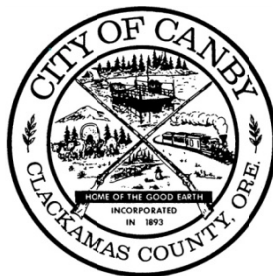
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## Downtown Canby Façade Improvement Program Manual

### I. Program Background and Goals & Objectives

In 2001 the Canby City Council prioritized downtown revitalization in the adoption of the Canby Downtown Master Plan. Since that time, the City has continued to invest in downtown infrastructure projects through Urban Renewal District (URD) funds. The Urban Renewal Agency (URA) has encouraged private/public projects, which will further enhance the commercial vitality and livability of the downtown core.

#### ***Program Goal & Objectives:***

In order to assist in the ongoing revitalization of historic downtown Canby, and using the Downtown Master Plan and Downtown Design Standards as a guideline for design criteria, the Downtown Canby Façade Improvement Program will encourage economic vitality, strengthen the downtown image, enhance downtown entries, and integrate vehicle and pedestrian activity.

#### **Façade improvement programs have proven very successful in ...**

- *Helping struggling businesses stay active and attract new customers*
- *Recruiting new businesses to the area*
- *Inspiring continued development and aesthetic upgrades throughout commercial districts*
- *Re-establishing community pride for local businesses*

The DCFIP grant can finance any size of project - from a simple repainting project to a larger renovation. All interested building, property, or business owners are encouraged to apply.

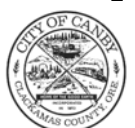


Canby Herald Building  
Façade Improvements, Before and After



#### ***To find out more ...***

If you have questions about this program, or would like more information about the Downtown Canby Main Street program, please contact Ami Keiffer, Canby Main Street Manager, [keiffera@ci.canby.or.us](mailto:keiffera@ci.canby.or.us) or 503-266-7001.





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### II. Program Process, Procedures and Grant Award Selection

The Downtown Canby Façade Improvement Program (DCFIP) has two grant opportunities. The Design Services Grant aids in the achievement of façade design work and the Façade Construction Grant is to assist in the construction of approved façade design improvements.

The DCFIP Grant Program awards up to:

- \$1,500 matching funds for Design Services Grant
- \$25,000 matching funds for Façade Construction Grant

**The DCFIP is 50/50 matching grant; the grant recipient is required to match the grant award amount dollar for dollar.** Funds are limited to one façade grant per property per year and awarded on a first come, first served basis for each fiscal year. Approval of grant application is contingent upon available URD funds. Applicants unable to afford construction costs are encouraged to apply for a design services grant to begin the process of façade improvements.

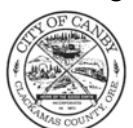
#### ***Program Process and Procedures:***

The Design Services Grant and Façade Construction Grant operate as two separate grant applications, but have very similar processes. The steps below outline the basic process a grant applicant can expect to follow to receive an award.

- 1) Complete the DCFIP Grant Application. Return completed application and provide necessary additional paperwork as requested to address/location provided on application.
- 2) Upon receipt of application, MSM will complete a site analysis consisting of a site tour and review of application/project suitability and feasibility.

#### **For Design Services Grant:**

- 3) MSM will assist the applicant in choosing an architect to work on the façade design.
- 4) Once the architect is selected, the applicant and architect are required to attend a pre design meeting with the MSM to discuss the program requirements and award distribution. (This meeting will also include a visit of the proposed site, review of codes, and any initial brainstorming regarding the vision for the façade.)
- 5) The architect must provide a copy of their State of Oregon professional license and City of Canby business license.
- 6) A Personal Services Agreement will be signed by the applicant, designer and URA Director agreeing to scope of work, timelines and costs at the pre-design meeting.
- 7) Architect will begin design work, preparing initial concepts/designs and cost options.
- 8) A second meeting will review initial designs, discuss financial options and negotiate on final design concept.





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- 9) Architect will prepare final design documents and cost analysis.
- 10) A third meeting will be a presentation by the architect of the final design and cost analysis.
- 11) Funds will be distributed to the designer from the URA based on scope of work outlined in the Personal Services Agreement after the design work is completed.

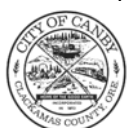
***Architect and applicant agree that this is a matching grant, whereby, the URA will pay 50% of the total cost of services with URA portion not to exceed \$1,500.***

### **Requirements for the Design Services Grant:**

The MSM will work with the applicant to select an architect based on a pool of approved designers who have responded to the Request for Qualifications. Design project submittals shall include but are not limited to architectural renderings, including scaled and colored drawings, exterior elevations, site plans showing landscaping, parking and public improvements, and perspective drawings showing building and context appearance. Additionally, a financial analysis including summary of construction costs will be provided by the designer.

### **For Façade Construction Grant:**

- 3) For applicants that completed the Designer Services Grant, Façade Construction Grants will be based on design work provided by the architect. If there is previous design work the applicant wishes to use, the MSM and URA Director will review that design for compliance with all design standards and appropriateness for this grant.
- 4) The applicant will provide required quotes based on cost for completing the facade construction. Once all quotes have been received, a contractor will be selected for the project.
  - **Façade improvements costing \$15,000 or below will require submittal of a minimum of two competitive contractor quotes.**
  - **Façade improvements costing more than \$15,000 will require submittal of a minimum of three competitive contractor quotes**
- 5) The Contractor must provide a copy of their State of Oregon professional license and City of Canby business license.
- 6) Construction may begin only after a Façade Construction Grant application is approved and necessary/required permits have been obtained. **Any work completed prior to formal approval will not be eligible for grant reimbursement.**
- 7) The applicant will enter into a contract with the Contractor for construction services. The URA will not be a third party to this contract. The MSM will be supplied a copy of this contract for verification of approved construction work and quote for payment.
- 8) The MSM will stay in contact with the applicant during construction to ensure the proposed work is being met.
- 9) Funds will be distributed to applicant after copies of paid invoices are received from the Contractor (or applicant). Grant distribution will be no more than 50% of agreed quote in the contract supplied to the MSM in Step 7.





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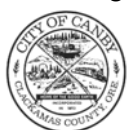
### ***Requirements for the Façade Construction Grant:***

The applicant will supply a copy of the contractor's license for the construction contractor chosen for the project.

### ***Application Award Selection:***

Applications will be reviewed in the order in which they are received. Due to limited funding, applications which have the most potential to enhance the downtown district will be given preference. Projects that leverage program funds for maximum private investment will also be preferred. The project team reserves the right to deny funds to any application.

The MSM and URA Director will review each application and determine the viability of the project and decide which projects are to be funded for each of the grants. The URA Director will give final approval to Design Services Grants. The Main Street Design Committee will review Façade Construction Grants and make recommendations to the URA. The URA will approve façade Construction Grants.





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### III. Eligible Projects and Participants:

#### **Eligible projects include but are not limited to:**

- Masonry cleaning
- Work on cornices, gutters and downspouts
- Exterior siding repair or replacement
- Accessibility improvements
- Exterior painting
- Repair, removal or installation of canopies or awnings
- Window repair or replacement
- Signage
- Structural upgrades



*Ivy Street Building, proposed design*

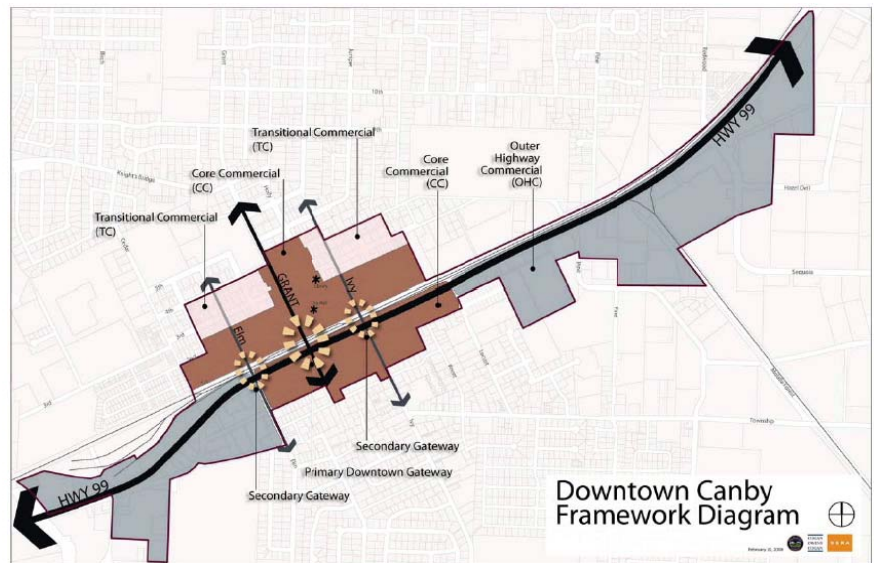


#### **Eligible participants:**

- Façade improvement projects located within the Downtown Canby Commercial Core overlay zone as defined in the Downtown Canby Design and Development Standards will be given priority for grant awards. *(Please see insert map.)* Properties located with the C-R or C-2 zones may be considered on a case by case basis.
- Applicant must be the legal owner of the property. A contact person may be listed on the application if the property owner is not able to attend meetings and assist with the process.

#### **Ineligible projects include but are not limited to:**

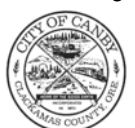
- Refinancing of existing debt
- Interior improvements
- Non-permanent fixtures
- Security systems
- Personal property or equipment
- Business inventory
- Sidewalk or parking improvements
- Installation of bike racks or fences
- Billboards
- Previously completed design or construction work



*Downtown Canby Design and Development Standards overlay zone map*

#### **Ineligible participants:**

- Properties for residential use, unless a mixed use development





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### IV. Grant Requirements:

#### ***General Conditions of Program Requirements:***

- Applicants must fill out a DCFIP application and provide other required documentation as stipulated on the grant application.
- URA reserves the right to deny funding to any project or project component it deems to be incompatible with program goals.
- One grant per property, per fiscal year will be considered; property owners with multiple properties may submit an application for each property they wish to improve.
- Some projects will require Site and Design Review approval; Applicant will work with the MSM to obtain Site and Design approval from Canby Planning and Building Departments. Applicants will be made aware if this requirement during the grant process.
- Applicant is responsible for obtaining and paying for all required building permits.
- Property taxes must be current, and the applicant may have no debts in arrears to the City when the project is to begin.
- All façade improvement projects will be administered by the City of Canby Main Street Manager, under the direction of the Urban Renewal Agency Director.
- Additional conditions may be included with the grant approval at the request of the URA Director and/or Main Street Manager.
- Improvements funded by the grant will be maintained in good order for a period of at least five years.
- **All architects and construction contractors working on a Downtown Canby Façade Improvement Program grant must be licensed in the State of Oregon and have a current City of Canby business license.**
- **Regarding compensation: Architect and applicant agree that this is a matching grant, whereby, the URA will pay 50% of the total cost of services with URA portion not to exceed \$1,500.**
- The URA may use the completed designs and cost analysis for publicity purposes and/or promotional materials.

