

COMMUNITY DEVELOPMENT COMMITTEE

700 6TH Street
UMATILLA, OREGON 87882
(541) 922-3226

Dear Building/Business/Property Owner:

The Community Development Committee appreciates your interest in the Downtown Revitalization Program. As requested, here is the information needed to apply for a Downtown Revitalization Small Grant:

1. Downtown Revitalization **Program Overview** sheet
2. Downtown Revitalization **Guidelines** sheet
3. **Applicant Checklist**
4. Downtown Revitalization **Small Grant Application**
5. IRS **W-9** Form

Completed applications are accepted at any time. For questions or assistance with the application, please call. Applications should be submitted/mailed to:

Downtown Revitalization Staff
Physical: 700 6th St.
Mail: PO Box 130
Umatilla, OR 87882

Tel: 541 922-3226 ext. 108
Fax: 541 922-5758
E-mail: karla@umatilla-city.org

The Community Development Committee (Committee) will review complete grant application in the order received. The Downtown Revitalization Small Grant cannot finance any design development plans and sketches submitted as part of the application and cost estimates. Following approval, grant money may be used for further reviews, plans, permits and restoration efforts. The maximum allowable portion of the overall grant award to be applied for architectural fees related to development of construction documents is 12%.

If you have any questions or would like contact information, contact Downtown Revitalization staff at the address above. On behalf of the Community Development Committee, I look forward to working with you on developing your building, property and/or business in downtown Umatilla.

Regards,

Project Coordinator

COMMUNITY DEVELOPMENT COMMITTEE
Downtown Revitalization Small Grant Program

Program Overview

Overview:

The City of Umatilla through the Community Development Committee has implemented a downtown revitalization small grant program to commence in November 2010. The goal of this program is to make the area more attractive to tourists, local citizens, and businesses through downtown revitalization and beautification.

Downtown Revitalization Small Grant Committee:

To facilitate projects done as part of the downtown revitalization small grant program, the City Council shall appoint a committee consisting of 3 individuals. If the program continues these individuals shall serve 3-year overlapping terms. They shall have the authority to approve or deny projects submitted by property/business owners within the eligible area, in accordance with revitalization/ beautification guidelines and application procedure. Preferably one member of the committee will come from a construction or real estate background. Decisions made by the Committee shall be final.

Application/Selection Process:

In order to qualify for the façade restoration grant, the property/business owner within the City of Umatilla's designated eligible area shall execute the following:

1. Complete a Downtown Revitalization Small Grant Application form.
2. Review and adhere to the applicable guidelines.
3. Submit a conceptual drawing/sketch of the proposed project.
4. Submit two cost estimate bids for the expected improvements.
5. Submit a completed IRS W-9 Form.

If the above are satisfied and the Committee approves the application, the property/business owner shall be eligible for a grant of up to 50% of the estimated cost of the improvements. No grant shall exceed 50% of the total project cost.

Projects will be reviewed in the order of submission to the Downtown Revitalization Small Grant Committee. Funding will be limited to the budgeted amount for such projects each fiscal year, with \$10,000 being the amount for this cycle. All application materials must be submitted to Staff seven days prior to Committee Meetings in order for the application materials to be covered at that meeting. Downtown Revitalization Small Grant Committee Meetings are held directly before monthly council meetings. All applicants are required to attend the designated Committee Meeting in which his/her application is being reviewed.

Bid Breakdown:

Applicants will need to submit a bid itemization to facilitate the Downtown Revitalization Small Grant Committee's ability to approve the project cost. A template is included in the packet with the individualized line items defined. Not all items will apply, however, those applicable to each individual grant must be completed with notes added as appropriate. Each applicant will be given an opportunity during the review to explain any inconsistencies or exceptions necessary to convey the project cost. The Committee reserves the right to limit each line item cost based upon its importance to completion of the project. Any change in the bid costs per itemized line item requires notification

to the Small Grant Program Staff. These changes will be evaluated by the Committee and approved prior to qualification for reimbursement.

Payment/Grant Allocation:

A business/property owner approved by the Committee may begin construction efforts immediately. Payment of the grant will be given after proof that the grantee has spent his/her 50% of the project costs. Reimbursement payment must follow City financial procedures, which may delay payment for two or more weeks. Payment will not be made until inspection of the project and receipts meets approval of applicable reviewer.

PROCEDURE: the grant coordinator receives receipts/documentation. These receipts are reviewed for acceptability regarding scope of project, verification of true copy, and qualification of no more than 1/2 expense. The coordinator updates grant information and sends request onto Finance Department. Finance verifies funds, signatures, and request packet. Errors or omissions are returned to the coordinator, who contacts the recipient for correction. Packet is deemed complete and payment is issued to coordinator for dispersal.

Change Orders:

Once an application has been received and approved by the Committee, the design or plan cannot be changed until a written statement, bid or cost adjustment, and design sketch are submitted to the Committee. The Committee will then review the request for approval. Payments will be adjusted to meet approved change orders. Changes made outside this procedure will not be reimbursed and will affect receipt of final payment.

Expiration Policy:

The applicant shall state the expected date of completion on the application, which should be no more than 12 months. If the grantee fails to complete the project in the 12 month period he/ she will not be eligible for the next round of grants.

Work Prior to Approval:

The Façade Committee is strictly forbidden to allocate reimbursement for any work prior to Façade Committee approval. Applicants must wait until full approval has been granted prior to demolition, repair, renovation, and utility work, any work that is requested for reimbursement. Invoices dated prior to approval will not be considered for reimbursement. Architectural or design reimbursement applies to a more formal design of a project based off the communication and approval of the Façade Committee and PDC approval. It does not apply to design work prior to gaining Façade approval.

Responsibility Determination Form:

Included in your packet is a responsibility determination form to be completed between you and your bidding contractors. This form is designed to help you determine the licensing, competency and responsibility of the contractor. Please complete this form and include it with each bid.

UMATILLA COMMUNITY DEVELOPMENT COMMITTEE
Downtown Revitalization Small Grant Program

Guidelines

Purpose:

Design guidelines are meant to encourage owners of properties within Umatilla's downtown core to elevate the character, identity, and attractiveness of our community. Downtown pedestrians will feel more welcomed and comfortable if the streetscape and surrounding buildings are clearly defined as human places, in turn this will also encourage commerce. This can be accomplished with large windows, appropriate signage, attractive facades, and landscaping.

Landscaping:

Landscaping contributes to the environmental quality, aesthetic appeal and financial value of a site. Landscaping can also soften undesirable views and mitigate stormwater impacts. Durable, easily maintained landscaping is encouraged.

Landscaping Guidelines:

1. When possible native plants and trees should be used. After two years they will require less maintenance and will enhance the unique qualities of Umatilla. A listing of popular native landscaping plants for eastern Oregon can be found here: <http://www.plantnative.org/rpl-imw.htm>
2. Landscaping and short courtyard walls should strive to minimize the visual effects of parking lots, driveways and blank walls.
3. Landscaping should complement other site structures for years to come.
4. Commercial buildings should avoid fences as they limit visual connectivity and hinder commercial activity.
5. Maintenance plans should be in place.



Examples of native plants and trees used to buffer a parking lot and add interest to a building in Spokane, WA.

Awnings:

Awnings provide protection from the elements and create a sense of enclosure to the street. Awnings also provide a secondary location for signage. They add color and interest to building storefronts and can be used to emphasize display windows and entrances.

Awnings Guidelines:

1. Awnings should fit within window bays and not overlap multiple window openings.
2. Awnings should not detract from or conceal the building's architectural details or features.
3. Retractable canvas awnings were used historically and are recommended as they can be adjusted for varying light and weather conditions.
4. Awnings should extend no less than 3' and no more than 6' over the sidewalk.
5. A slope of no more than 45° is required.
6. Awning colors that are compatible with the color of the building are recommended; avoid brightly colored or 'busy' patterns.
7. Lettering on awnings should be located only on the vertical edge and not on sloped or curved sections of the awning; graphics or logos (without text) may be applied to the sloped or curved sections of the awnings.
8. Awnings should accentuate entrances and give shelter to visitors.



Examples of awnings and signage which accentuate the building façade.

Signage:

Signage has always played an important role in the appearance of commercial buildings. Signs typically located on commercial buildings are any of the following:

- Flush mounted signs (signboards or individual letters placed on the front of a building)
- Hanging/Blade signs (signs hung from sidewalk coverings or mounted perpendicular to the sidewalk)
- Window signs (signs generally at eye level and displayed in the storefront windows)
- Icon or graphic signs (signs illustrating the type of business they are advertising)
- 'Billboard' style signs (signs with large advertisements painted on the sides of taller buildings, visible from the alley or side street)
- Historic lighted signs (neon signs and internally lit signs)

For signage guidelines, the relation of sign placement and size to other building elements is important.

Signage Guidelines:

1. Elements such as windows, cornices, or decorative details should not be obscured by signage.
2. The sign material, style, and color should complement the building façade.
3. Individual shop signs in a single storefront should relate to each other in design, size, color, placement on the building, and lettering style.
4. Night lighting of signage needs to be subtle and keep with the architectural style.
5. The use of plastic faced or electric signs is not recommended, except in the case of restoration to deteriorating signs from the 50's, 60's, and 70's.
6. Murals are not recommended on unpainted masonry (brick) buildings. The scale of the mural should not dominate the wall. Murals should depict the character of Umatilla's history or culture. Applied panels with painted murals are also acceptable.
7. Neon lights on the interior of storefront windows are considered compatible signage. Historic neon lights are becoming rare and their preservation should be encouraged.
8. The use of signs as identification, not as advertising, is encouraged. Simple and few is desired.
9. Retaining historic signs whenever possible is suggested. Refreshing, large, painted signs on the building walls is acceptable, even though the product or business may no longer exist.

Colors:

Painting a storefront can be one of the most dramatic improvements to a building and in turn will have a great impact on the attractiveness of downtown.

Color Guidelines:

1. Avoid using reflective colors, fluorescent or luminous colors.
2. Harmonize and relate colors to the building material such as brick or wood.
3. Attempt to blend the color choice with buildings on the same block.
4. Avoid colors that highly contrast or overly accent decorative detail.
5. Leave unpainted brick unpainted.
6. Select colors to highlight any building façade; do not over-decorate.
7. Tie together the upper and lower floors on multi-level buildings through the use of a major trim color.
8. Murals and other colorful accents should be considered along the backs and sides of buildings where appropriate, to enhance rear entrances and to add visual interest.
9. Use of the following scheme to select colors is encouraged: choose the darkest color for the window sash; choose a medium color for the body of the building; choose the lightest color for the trim.
10. Color samples shall be included in the application packet.

Rear Entrances:

Rear entrances should not be overlooked when planning downtown improvements. Development of rear entrances (double fronting) improves customer access from parking areas and can substantially improve pedestrian circulation throughout the downtown area.

Rear Entrance Guidelines:

1. Rehabilitate rear facades by repairing windows, doors, and down spouts.
2. Minimize the clutter caused by utility services, by using storage bins and screening walls.

3. Use materials and colors similar to the street facade for customer recognition and to create a cohesive design.
4. Seek signage and lighting that is a smaller version of the street facade elements.
5. Consider using murals, historic maps/graphics on walls to give interest.

Facade Improvements:

Facade improvements contribute to pedestrian comfort, visual appeal of downtown buildings, and ultimately will attract more customers to the downtown core.

Specific Façade Guidelines:

1. Large storefront windows should be incorporated into the new design. Significant visibility to ground floor uses enlivens and activates public streets. Windows should comprise a majority of the ground floor façade.
2. Display windows should be clear glass.
3. Transom windows should be clear glass, opaque glass, or diffused glass.
4. Storefront frames should be made of wood or metal (non-aluminum finish).
5. Entrance doors should be recessed and have a large glass panel surrounded by a wood or metal frame (non-aluminum finish).
6. Design details should create a discernible yet cohesive base, middle and top.



Before and after photos from a similar grant program in California.

***CAUTION* Items to Avoid**

1. **Mansard roofs with wooden shingles covering the storefront.**
2. **Fake brick or stone veneers.**
3. **Inappropriate historical themes such as small windowpanes and shutters. These represent building types and styles not found in Umatilla.**
4. **Vinyl windows.**

Acceptable Design Standards:

All applications need to include a depiction of the proposed improvements. A current picture of the storefront or property to be restored is required. The photo should be marked to show specifically all changes and updates to be completed as part of this grant. Sketches do not need to be done professionally they merely need to depict the proposed changes.

Included following these guidelines are examples of acceptable design standards. More elaborate designs are also acceptable. One example shows a picture of the building with highlights of the

proposed changes. The other example is a basic design, this can be hand drawn without professional assistance.

Cost Estimate Standards:

Grant Bid Policy: When individuals request a Downtown Revitalization Small Grant for improvements on their property, the estimate for the work to be paid with Enterprise Funds must be prepared or approved by at least two independent licensed contractors unless the work is to be bid out and the bids submitted with payment requests. No building and/or business owner acting as own contractor, receiving grant dollars, will be allowed to add overhead and/or profit to the payment request.

Figure 1: Example of an acceptable proposed improvements sketch/ drawing

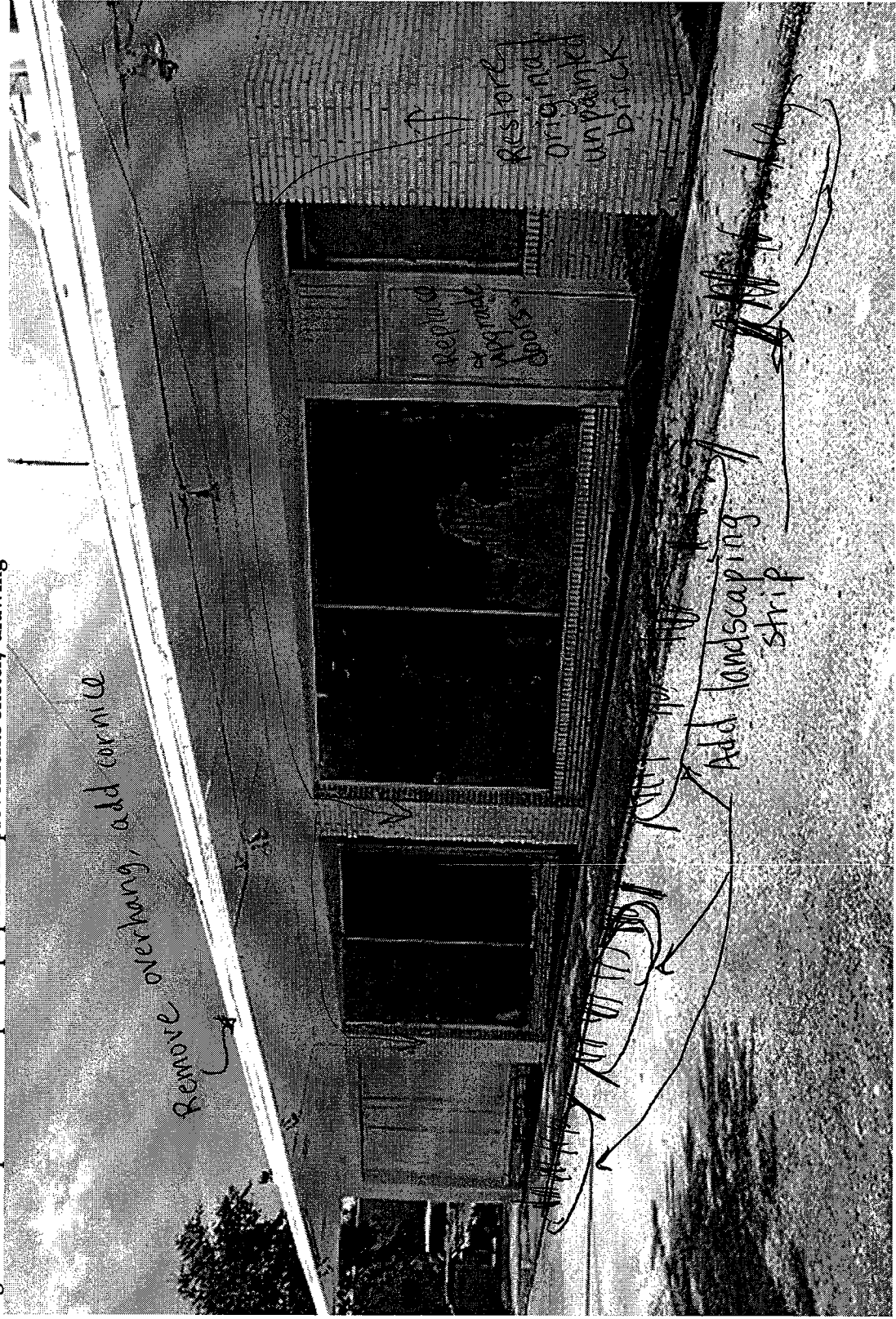


Photo by: Andy Callahan, Flickr 2010, Creative Commons

UMATILLA COMMUNITY DEVELOPMENT COMMITTEE
Downtown Revitalization Small Grant Application

Applicant Checklist

Before Submitting the Application:

- Review Downtown Revitalization Guidelines
- Complete Application Page
- Complete IRS W-9 Form
- Complete Bid Breakdown
- Acquire drawing or sketch of the proposed improvements
- Acquire cost estimates for the proposed improvements

Submitting the Application:

- Review the proposed improvements with the Agency's Project Coordinator
- Find out review date for the proposal in front of Community Development Committee

After Approval:

- Acquire reimbursement schedule and procedure from Project Coordinator
- Retain all dated receipts and invoices for further design, construction, permits, etc.
- Contact Project Coordinator to obtain the reimbursement after spending 50% of project costs.

**UMATILLA COMMUNITY DEVELOPMENT COMMITTEE
Downtown Revitalization Small Grant Program**

Grant Application

Instructions:

Please fill out the following information for possible selection in the Downtown Revitalization Small Grant program. Along with this form, please attach:

1. Conceptual drawings/sketches - These need not be done by a certified architect or engineer. If the drawings contain a structural component, site plan, and/or dimensions, the Oregon Board of Architects and Engineers requires they be done by a certified professional.
2. Cost estimates from a contractor, architect, and/or engineer for the project.
3. Completed IRS W-9 Form.
4. Supporting documentation that may assist the Community Development Committee in their selection e.g. project photos, landlord approval, responsibility determination form (if applicable).

Applicant: _____

Organization: _____

Property Address: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

E-mail: _____

Property Owner (if different from applicant):

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____

Project Summary: _____

Proposed Improvements (check all that apply):

- | | | | |
|---|--|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Awnings | <input type="checkbox"/> Signage | <input type="checkbox"/> Painting | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Rear Entrances | <input type="checkbox"/> Building Façade | <input type="checkbox"/> Other | |

Estimated Project Cost (from attached budget): _____
(You must attach an itemized statement of the cost of your project with at least one competitive/independent bid/estimate. Use Umatilla merchants/contractors if possible.)

Estimated Project Duration (weeks, months): _____

How Did You Learn About the Program? _____

What is the history on this building? _____

How will this improvement support increased pedestrianism and vitality within Umatilla's Downtown?

How do you propose to recognize the City's contribution? _____

How will this project benefit the public good? _____

By signing below, I acknowledge I have read and understood all information supplied with the grant application package, and I submit my application for Downtown Revitalization Small Grant approval.

Signature of Applicant: _____ **Date:** _____

PROJECT:

BID DATE:

Bidder to provide services as per the following prices according to the bid documents submitted with the downtown revitalization grant application. Bid documents submitted should only include prices as applicable to exterior and landscaping work. Please write in any costs not listed.

<i>Division</i>	<i>Description</i>	<i>Base Bid</i>	<i>Notes</i>	<i>Subcontractor Info</i>	<i>% Complete</i>
1	General Conditions	\$			
2	Sitework	\$			
3	Concrete	\$			
4	Masonry	\$			
5	Metals	\$			
6	Wood & Plastic	\$			
7	Thermal & Moisture	\$			
8	Doors & Windows	\$			
9	Finishes	\$			
10	Specialties	\$			
11	Equipment	\$			
12	Furnishings	\$			
13	Special Construction	\$			
14	Conveying Systems	\$			
15	Mechanical	\$			
16	Electrical	\$			
17	Paint	\$			
18	Grading	\$			
19	Plants/ Trees	\$			
20		\$			
21		\$			
22		\$			
	Total Bid	\$			

Respectfully Submitted:

Applicant Signature

Contractor Signature

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
+	+	+	+	+	+	+	+	+	+

or

Employer identification number									
+	+	+	+	+	+	+	+	+	+

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.