



REVITALIZATION GRANT PROGRAM GUIDELINES

BACKGROUND

The Revitalization Grant Program is a grant program of the Talent Urban Renewal Agency. The purpose of the program is to address blight or assist in the recovery from the Almeda Fire by helping businesses/commercial properties:

1. Improve the appearance of their business,
2. Enhance access to their business.
3. Improve the marketability of their business.

The maximum individual grant is limited to \$15,000. Applications will be reviewed and awarded on a monthly basis, until all appropriated grant funds are expended.

APPLICANT ELIGIBILITY

To be eligible to apply and receive grant funds, you must fall in at least one of the categories below:

1. Property owner of commercial or industrial building within the [Urban Renewal District](#).
2. Business owner or tenant of commercial or industrial building within the Urban Renewal District, with property owner consent.

Ineligible applicants include:

- Exclusively residential buildings.
- Properties delinquent on their taxes.
- Properties in litigation, condemnation, or receivership.

PROJECT ELIGIBILITY

Eligible projects are projects that address blight or achieve the goals and objectives of the urban renewal plan, and/or address an impact from the Almeda Fire. A definition of blight and the applicable goals and objectives is included in the General Terms section.

Such projects include, but are not limited to, repairs, restorations, and new installations of:

- Signage and awnings
- Decorative exterior building features
- Artistic improvements, including art installations
- Landscape improvements
- Shade trees and shade structures
- Outdoor lighting
- Siding or exterior masonry
- Exterior painting
- Siding repair
- Sidewalk and streetscape improvements

All projects must comply with all City of Talent municipal code regulations and policies, including the building code, sign regulations, zoning ordinance, and design review requirements.

APPLICATION PROCESS

Applications will be reviewed on a rolling basis until all grant funds are awarded. The process for applying:

1. Review Revitalization Grant Program Guidelines to understand eligibility.
2. Meet with Community Development staff to discuss the project and document if any permits or design review will be need.
3. Submit completed application. Any complete application submitted by the 24th of the month will be reviewed at the following month's Board meeting.

Applications can be found online at www.talentbusinessalliance.org or at City Hall at 110 E Main St or at Talent Business Alliance office at 206 E Main St.

REVIEW PROCESS

The Urban Renewal Board will review and evaluate the application based on the criteria listed below. Proposed projects that meet the criteria will be most competitive for grant funding.

- Visually improves storefronts and streetscapes
- Increases access to the business/location
- Helps the business/location better support public health and safety
- Addresses an impact from the Almeda Fire (e.g. damaged sign, blistering paint)

In the response to the application, the Urban Renewal Board may approve, disapprove, or approve with conditions. If approved with conditions, the Board may request that the grantee make specific changes to the proposed improvements.

NOTIFICATION & NEXT STEPS

Notification: Program applicants will be notified via email of the Board’s decision after the review is completed. For applicants that have been awarded a grant, they will also receive the acceptance form and W-9 form to fill out.

Next Steps: The grantees will be required to sign and deliver hard copies of the following to City Hall within three weeks of the date that the Program award is granted:

- Acceptance form, which details the terms and conditions associated with the grant
- W-9 form, which enables the Agency to process and provide your grant funding
- A copy of a valid Talent Business License
- (for projects over \$5,000) Certificate of Insurance evidencing property coverage for “improvements”

AWARD & REIMBURSEMENT

Once the grant is awarded, the grantee must sign an acceptance form agreeing to carry out the work as described in the final Scope of Work and provide a W-9 form including the federal identification number or social security number for the corporation, partnership, or sole proprietorship.

Reimbursement: grantee can then move forward with securing any necessary planning and building permits and carrying out the work outlined in the final Scope of Work. Once the project is complete, the grantee can file for reimbursement by submitting the below items to Agency staff. Reimbursements will be processed within 30 days.

- Submit proof of payment, invoices, and any lien releases associated with the project.
- Submit proof of final inspection (if permits were required).
- Submit photos of completed project or schedule an appointment with Agency staff to review the final project. All permits must have completed final inspections before reimbursement.

Reimbursement with Pre-Payment: If the grantee was given approval for pre-payment of grant funds, the grantee can receive up to 30% of total award in advance of project completion. To receive pre-payment, the grantee must submit any associated planning and building permits and signed quotes from a contractor (or material estimates if doing the work themselves). Once

project is completed and has final inspections, they can submit final invoices for reimbursement with their remaining grant funds per the “Reimbursement” description above.

GENERAL TERMS

Program Conditions

- The Program and funding of any grants are subject to and conditioned on approval of the funding by the Urban Renewal Board for each fiscal year.
- The Program is subject to all applicable conflict of interest rules and regulations.
- There is a limit of one grant per property per fiscal year, except on a case-by-case approval by the Board.

Project Conditions

- The project work must be completed with six months of accepting the terms and conditions.
- Grantees are responsible for obtaining all necessary permits prior to conducting work.
- Contracts for improvements must be between the grantee and the contractor.
- Only projects utilizing a licensed contract will be eligible for reimbursement of labor costs. Projects not completed by a licensed contractor are eligible for material costs only.
- All improvements must remain with the building, including awnings. In the case of a sign, any custom work such as mounting brackets and lighting funded under this program shall remain with the building.
- Property insurance shall be carried on the property.

Reimbursement Conditions

- Reimbursements shall be made only on improvement specifically approved as part of the grant.
- The Urban Renewal Agency reserves the right to withdraw funds on any portion of a grant that changes substantially from what was approved without first receiving prior consent from the Agency. Such consent is to be given by the Executive Director in consultation with the project consultant or the Board of Directors depending on the nature of the change.
- For grantees that receive pre-payment, if project is not completed, the grantee will be required to return funds already paid. The City of Talent may withhold business license renewal until funds have been repaid.

Urban Renewal Plan Details

- The Urban Renewal Plan defines blighted areas as areas that are detrimental to the safety, health, or welfare of the community because of deterioration, faulty planning, inadequate or improper facilities, deleterious land use and/or the existence of unsafe structures.
- The relevant goals and objectives of the urban renewal plan to this grant program are:
 - o *Goal A*: To enhance opportunities for residential, civic, cultural, and business property to be developed, redeveloped, improved, rehabilitated and conserved in ways which will ensure the vitality of the Area;
 - o *Goal B*: To encourage the retention, expansion, and development of diversified businesses that will produce jobs for the people of Talent and Jackson County;
 - o *Goal C*: Increase property values so that the Area will contribute its fair share to the costs of public services provided by the City, County, Schools and other Taxing Districts;
 - o *Goal F*: To assist property and business owners in the rehabilitation, development or redevelopment of their buildings, property and/or leased space.