



City of Auburn
DOWNTOWN FACADE IMPROVEMENT PROGRAM Application

Program Kickoff: June 1, 2015
Applications will be accepted starting June 15, 2015

APPLICANT INFORMATION

Name: -----

Business Name: -----

Business Address: -----

Phone: ----- Fax Number: ----- Email: -----

Contact Address: -----
(if different from above): -----

Social Security Number/Tax Identification Number: -----

Business License Number: -----

Assessor's Parcel Number: -----

OWNER OF PROPERTY (if not applicant)

Name: -----

Address: -----

Phone: ----- Fax Number: ----- Email: -----

DESCRIPTION OF PROPOSED STOREFRONT IMPROVEMENTS:

LIST OF IMPROVEMENT TYPES and ITEMIZED COSTS

Improvement Type	Contractor Name	Cost
_____	_____	
		Material \$ _____
		Labor \$ _____
		Total \$ _____

Improvement Type	Contractor Name	Cost
_____	_____	
		Material \$ _____
		Labor \$ _____
		Total \$ _____

Improvement Type	Contractor Name	Cost
_____	_____	
		Material \$ _____
		Labor \$ _____
		Total \$ _____

Improvement Type	Contractor Name	Cost
_____	_____	
		Material \$ _____
		Labor \$ _____
		Total \$ _____

ESTIMATED TOTAL COST OF STOREFRONT IMPROVEMENTS:

Cost
Design Services \$ _____
Material \$ _____
Labor \$ _____
TOTAL PROJECT COST \$ _____

SOURCE(S) OF MATCHING FUNDS

Type	Source	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

DESCRIPTION OF IN-KIND CONTRIBUTIONS TO BE PROVIDED TO SUPPORT PROJECT EXECUTION

Estimated offset cost of Contribution \$ _____

DESCRIPTION OF OTHER PLANNED/EXECUTED IMPROVEMENTS

Date of Improvement (within year of project) _____

Date of Improvement (within year of project) _____

GRANT REQUEST

		Cost
<small>(Please use calculator provided on website)</small>		
	TOTAL PROJECT COST	\$ _____
Minus (-)	Matching Funds	\$ _____
Minus (-)	In-Kind Contributions	\$ _____
	GRANT REQUEST AMOUNT	\$ _____

STATEMENT OF UNDERSTANDING & CERTIFICATION BY APPLICANT

The applicant understands that the City of Auburn must approve the proposed exterior storefront improvements. During the application process, the City will require the applicant to be available for a site visit with City of Auburn officials. Certain changes or modifications may be required by the City of Auburn prior to final approval. A commitment of funds will not be processed prior to the City’s receipt and approval of bids for the established scope of work. Unless otherwise agreed, work must be approved by a licensed contractor, approved sign maker, or other recognized professional or company. Any work commenced prior to a commitment letter being issued will not be eligible for reimbursement, and any work deviating from the approved work must be *pre-approved* by the City in order for the work to be eligible for reimbursement.

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a Storefront grant and is true and complete to the best of the applicant’s knowledge. If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that he/she 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. Verification of any of the information contained in this application may be obtained by the City of Auburn from any available source.

Applicant Signature: _____ **Date:** _____

GUIDELINES

The City of Auburn has historic and unique buildings, as well as many wonderful family-owned and compelling businesses. The Downtown Façade Improvement Grant Program seeks to preserve and enhance the charm of our Downtown commercial area through strategic physical improvements to buildings. The City is awarding façade improvement grants to facilitate exterior building (façade) improvements for businesses within the designated Business Improvement Area (BIA) during 2015 and 2016. These property upgrades will improve the area's overall visual appearance and as a result, attract business, visitors and residents. The primary goal of the grants will be to improve the appearance and "feel" of the City's commercial, pedestrian-oriented core.

ELIGIBILITY REQUIREMENTS

MUST BE A:

- Commercial property owners or Business lessee with written authorization of the property owner
- Project must meet code requirements, follow all local and state laws, and follow all current design standards
- Site must be within the Business Improvement Area (BIA) and dues must be current (see attached map)
- No restrictions to site and no current code violations

CANNOT BE A:

- Business with more than 25 full time employees;
- Building that is primarily residential;
- Building in excess of 25,000 square feet of ground floor area; and
- Government office and agency (non-governmental tenants are eligible)
- Newly constructed building

PROJECT CATEGORY (BY COST AND SCOPE)

The focus on the improvements will vary based on the category of the improvement.

- **Category I** – Improvements that can be done for less than \$5,000, many of which do not require construction documents provided by an independent architect or engineer and focus on immediate, eye-catching changes, such as:
 - Painting
 - Decorative lighting
 - Signage (wall mounted signs do require an engineer's stamp)
 - Awnings (awnings do require an engineer's stamp)
 - Permanent, affixed building decorative elements
 - Enhancements or changes to trim materials of the building
 - Other uses may be suggested
- **Category II** – Improvements that are above \$5,000 and are likely to require professional design services (architectural or engineering), and will require graduated matching contributions (cash, loan, and in-kind contributions) from the property and/or business owner(s). These improvements are not to exceed a total budget of \$50,000. Improvements in this category could include anything in Category I, as well as the following:
 - Window, door, or storefront upgrades

- Masonry
 - Façade Material Upgrade or Change
 - Lighting
 - Significant carpentry/molding/trim improvements
 - Other uses may be suggested
- **Category III** – Improvements will be above \$50,000. These projects will require professional design services and extensive restoration and/or reconstruction. In addition to a more involved design process, the projects in this category may also require technical assistance addressing tenanting and interior improvement strategies.
- Facade Restoration
 - Significant structural or electrical work (needed to execute a façade design)
 - Significant historic restoration
 - Complete façade re-design/re-construction

HOW DOES MATCHING WORK?

Category I – Projects at or under \$5,000 (inclusive of design, material, and labor) do not require any matching funds or in-kind contributions.

Category II – Graduated matching: These projects will work under a graduated scale; as the budget increases, the matching contribution responsibility gently shifts toward the business or property owner. The match can be in the form of a loan, cash, or in-kind contribution.

- a. \$1 – \$5,000 – no matching contribution required
- b. \$5,001–\$15,000 Total Budget
 - First \$5,000* requires No Match
 - Tier 1 Match* Add'l \$1–\$10,000 (\$5,001–\$15,000 TB) = 30% (Applicant) / 70% (City) Match
- c. \$15,001–\$25,000 Total Budget
 - First \$5,000* requires No Match
 - Tier 1 Match* Add'l \$1–\$10,000 = 30% (Applicant) / 70% (City) Match
 - Tier 2 Match* Add'l \$1–\$10,000 (\$15,001 – 25,000 TB) = 40% (Applicant) / 60% (City) Match
- d. \$25,001–\$50,000 Total Budget
 - First \$5,000* requires No Match
 - Tier 1 Match* Add'l \$1–\$10,000 = 30% (Applicant) / 70% (City) Match
 - Tier 2 Match* Add'l \$1–\$10,000 = 40% (Applicant) / 60% (City) Match
 - Tier 3 Match* Add'l \$1 – \$25,000 (\$25,001 – \$50,000 TB) = 50% (Applicant) / 50% (City) Match

EXAMPLES:

Total Project Cost \$20,000

		City Responsibility	(Business and/or Property) Owner
<i>0% Owner Obligation</i>	First \$5,000	\$5,000	\$0
<i>30% Owner Obligation</i>	\$5,001-\$15,000	\$7,000	\$3,000
<i>40% Owner Obligation</i>	\$15,001-\$20,000	\$3,000	\$2,000
TOTAL		\$15,000	\$5,000

Total Project Cost \$50,000

		City Responsibility	(Business and/or Property) Owner
<i>0% Owner Obligation</i>	First \$5,000	\$5,000	\$0
<i>30% Owner Obligation</i>	\$5,001-\$15,000	\$7,000	\$3,000
<i>40% Owner Obligation</i>	\$15,001-\$25,000	\$6,000	\$4,000
<i>50% Owner Obligation</i>	\$25,0001-\$50,000	\$12,500	\$12,500
TOTAL		\$30,500	\$19,500

Category III - The matching contribution for these projects, given the immense scale of the projected scope and financial outlay, will be determined on a case-by-case basis.

HOW DO I MATCH FUNDS?

The matching contribution can be either loan, cash, or in-kind contribution.

- Evidence of the loan must be provided to complete the application.
- Matching contribution must be paid up front by business or property owner.
- In-kind contributions, such as labor or materials contributed by the business owner, property owner, or an agent of either party may be proposed and are subject to review. These contributions should correspond to an item on the quote /budget submitted to the City and must not require professional-level skill or expertise

MAXIMUM AMOUNT OF CITY GRANT

Category I - \$5,000

Category II - \$30,500

Category III - Determined on a case-by-case basis

APPLICATION PROCESS

1. Contact Lauren Flemister expressing interest in program
2. Schedule informational visit with Assistance Team
3. Download forms from <http://www.auburnwa.gov/downtown> or pick up form from city permit center (1 E. Main Street)
4. Schedule preliminary assessment with City of Auburn Department of Community Development and Public Works (Contact: Lauren Flemister)
5. Based on Assessment, Either:
 - a. Develop Cost Estimate
 - b. Procure Architect with own resources
 - c. Apply to ADA for Design Services
 - d. Apply to City of Auburn for Design Services
6. Work with design professional(s) and technical assistance to prepare application materials
7. Submit application to City Of Auburn Department Of Community Development And Public Works (Contact: Lauren Flemister)
8. After determining completeness, application will be reviewed by committee
9. Decision will be made within 21 business days of submission

DISBURSEMENT OF FUNDS, CONTRACTOR PAYMENT, PERMIT FEES

The façade improvement funds will substantially be paid by the City through purchase orders with pre-approved designers and contractors. The payment schedule will be established before work commences. If the business or property owner decides to use an unapproved architect or contractor, the owner and/or contractor must provide the contractor's proof of licensure, invoices and/or receipts to qualify for reimbursement. If the business or property owner is responsible for matching funds, they must pay their portion of the matching contribution to the City up front or provide an invoice showing payment to a pre-approved consultant prior to any disbursement of City funds.

Permit fees associated with grant-approved projects will be waived.

TYPES OF IMPROVEMENTS

ELIGIBLE WORK:

- **Brick And Stone Masonry** – Structural repairs, cleaning, repointing, and resurfacing
- **Architectural Metals** – Repair, cleaning, refinishing, painting, duplication, and restoration of exterior building components, e.g., cast iron, pressed tin
- **Doors And Upper Windows** – Maintenance, repairs, replacement, and restoration of window sashes, exterior doors, and installation of storm windows in conjunction with other significant façade improvements
- **Exterior Carpentry** – Maintenance, repair, rehabilitation and restoration of sills, window and door frames, bulkheads, storefront and roof cornices, window hoods, and decorative molding
- **Storefronts** – Removal of inappropriate coverings and additions, maintenance, repair, rehabilitation, restoration of display and transom windows, and lighting

- Signage – Maintenance, repair, removal, and/or replacement; lighting
- Painting – Surface preparation, cleaning and painting
- Awnings – Maintenance, installation, repair, or replacement of fabric awnings. Awnings to be replaced must show considerable wear as determined by the City Building Official.
- Lighting – Installation, retrofitting, replacement
- Handicapped Access Projects – Ramps, thresholds, entrances (only in conjunction with other design improvements)
- Removal Of Features – Removal of “modernization” efforts and/or inappropriate non-historic alterations/additions
- Murals Or Other Permanent, Affixed Art Work – based on review and approval

Ineligible Work:

- New building construction
- Additions to existing structures
- Billboards
- Any interior work or decoration
- Internally-lit signs
- Non-fabric awnings
- Non-permanent fixtures (i.e. freestanding planters, stands, holders)
- On-site or off-site paving
- Sidewalk repair/restoration/replacement
- Payment for the applicant’s own labor and performance for improvements
- Purchase of furnishings, equipment, or other personal property
- Repair or creation of features not compatible with the original architecture or that are artificial in appearance
- Roof repairs/replacements.
- Structural foundations

TERMS OF GRANT

- Property must be regularly upkept and maintained to maintain the value of the improvements
- The City is not liable for costs in excess of the quote submitted at the time of application; construction or design fee overruns will be paid by property or business owner
- Work must be completed within 6 months of grant approval

Application Checklist

- Every question has been answered (to the best of your ability)
- Copy of business license
- Current member of BIA
- Authorization letter from property owner (if applicable)
- Proof of Loan and/or Cash Matching Funds
- Images of existing façade
- Drawings, sketches of improvement plans and ideas
- Architect or engineer drawings
- Contractor Estimates

PLEASE RETURN THE APPLICATION AND SUPPLEMENTAL INFORMATION TO:

Permit Center
City of Auburn
25 W Main Street
Auburn, WA 98001

or Email:
lflemister@auburnwa.gov – Email

Contact:
Lauren Flemister, Urban Design Planner
253.931.3092 – Telephone