



**City of Auburn**  
**DOWNTOWN FAÇADE IMPROVEMENT GRANT PROGRAM**

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

**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
<b>TOTAL</b>		<b>\$15,000</b>	<b>\$5,000</b>

**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>	\$25,001–\$50,000	\$12,500	\$12,500
<b>TOTAL</b>		<b>\$30,500</b>	<b>\$19,500</b>

**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 or metal 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