

CITY OF AUBURN DOWNTOWN FAÇADE IMPROVEMENT GRANT PROGRAM

PROGRAM GUIDELINES

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Please submit applications to:

In Person

Permit Center

Auburn City Hall Annex

1 East Main Street (2nd Floor)

Email

lflemister@auburnwa.gov

Questions

For assistance, please call Urban Design Planner, Lauren Flemister at 253-931-3092 or email lflemister@auburnwa.gov

The City of Auburn business practices comply with State and Federal equal employment opportunity and non-discrimination laws, guidelines, and regulations. All departments of the City of Auburn adhere to the above. Contractors, subcontractors, and suppliers conducting business with the City of Auburn shall affirm and subscribe to the Fair Practices and non-discrimination policies.

ABOUT THE PROGRAM

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.

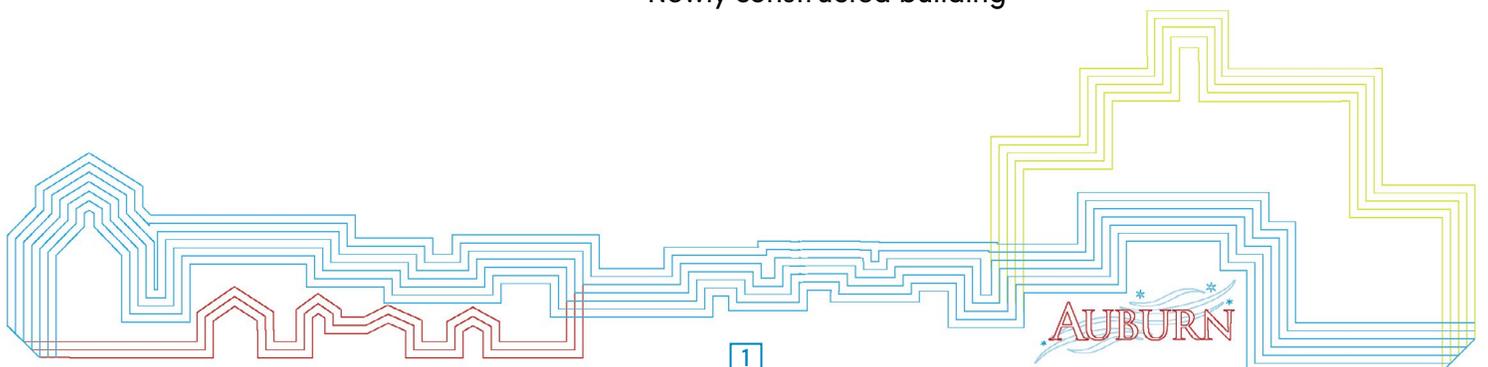
ELIGIBILITY REQUIREMENTS

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
- Government office and agency (non-governmental tenants are eligible)
- Newly constructed building



PROJECT CATEGORY (BY COST AND SCOPE)

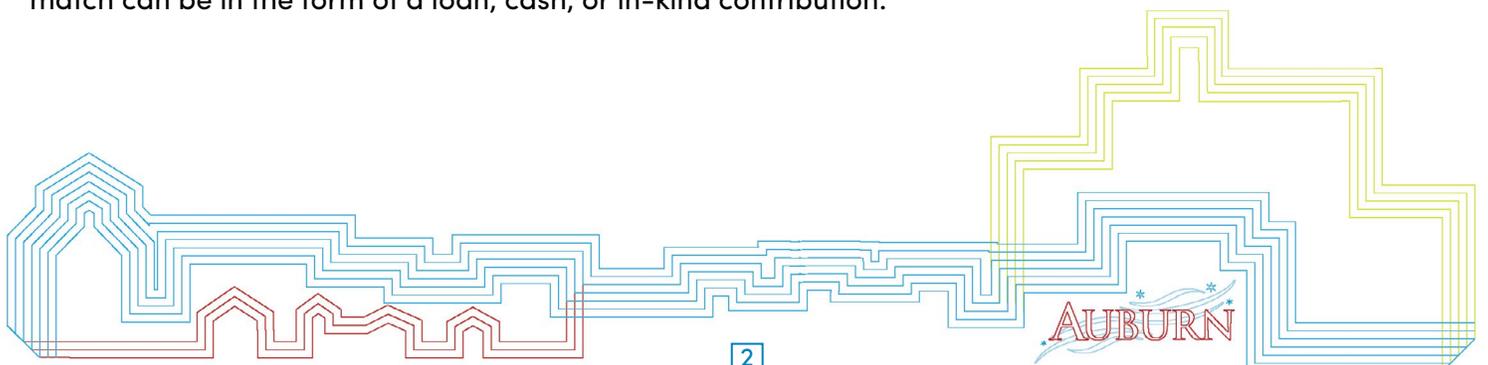
The focus on the improvements will vary based on the category of the improvement.

- **Category I** - Improvements that can be done for \$5,000 or less. Most of these projects should not require stamped construction documents provided by an independent architect or engineer. These projects 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 work
 - Façade material upgrade or change (could include framing)
 - Significant Lighting upgrades
 - 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 tenancing 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 & III – 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

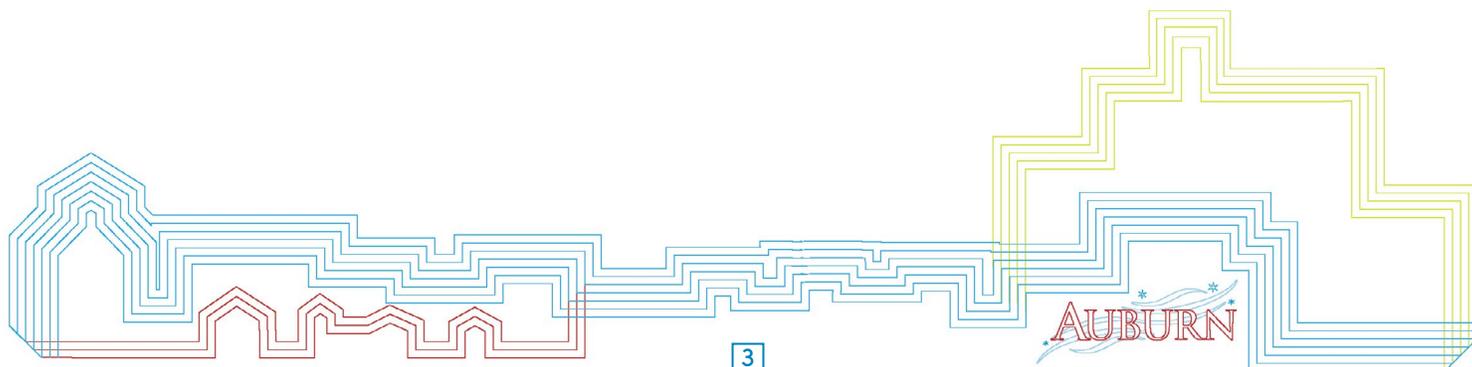
PROJECT BUDGET				
	\$1 - \$5,000	\$5,001 - \$15,000	\$15,001 - \$25,000	\$25,001 - \$50,000
0%/100%	No Match	No Match	No Match	No Match
30%/70%	N/A	Maximum \$3,000	Maximum \$3,000	Maximum \$3,000
40%/60%	N/A	N/A	Maximum \$4,000	Maximum \$4,000
50%/50%	N/A	N/A	N/A	Maximum \$12,500
TOTAL	No Match	Up to \$3,000	Up to \$7,000	Up to \$19,500

EXAMPLES

The following shows examples of financial responsibility based on overall project budget.

TOTAL PROJECT COST \$20,000				
	\$1 - \$5,000	\$5,001 - \$15,000	\$15,001 - \$20,000	TOTAL
CITY	\$5,000	\$7,000	\$3,000	\$15,000
APPLICANT	\$0	\$3,000	\$2,000	\$5,000

TOTAL PROJECT COST \$50,000					
	\$1 - \$5,000	\$5,001 - \$15,000	\$15,001 - \$25,000	\$25,001 - \$50,000	TOTAL
CITY	\$5,000	\$7,000	\$6,000	\$12,500	\$30,500
APPLICANT	\$0	\$3,000	\$4,000	\$12,500	\$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.
- Cash must be paid either up front or on a pre-established schedule concurrent with construction and agreed upon by the City and contractor. These monies must be paid in advance of City funding, unless the City agrees to pay for materials in advance of construction.
- 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 (some demolition, power-washing, etc. may be considered). Under no circumstances will a property or business owner be paid directly for labor costs.

MAXIMUM AMOUNT OF CITY GRANT

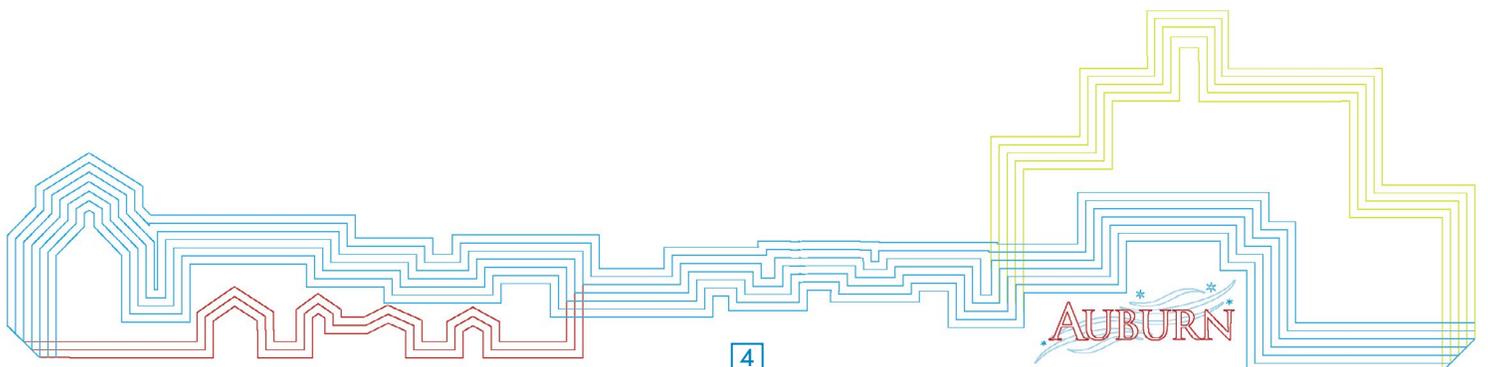
Category I - \$5,000

Category II - \$30,500

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

APPLICATION PROCESS

1. Contact Planning or Economic Development 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:
 - f. Develop Cost Estimate
 - g. Procure Architect with own resources
 - h. Apply to ADA for Design Services
 - i. 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. Final approval will be given by Mayor and a letter will be sent to applicant



CONSTRUCTION PROCESS

1. Owners and Contractors must sign contracts with the City; at the time of contract execution, all files will be reviewed for compliance with legal, licensing, and liability concerns
2. Notice to proceed will be issued
3. Contractor and/or business owner must apply for permits
4. If agreed upon, materials may be purchased prior to construction
5. Construction will begin after permits are issued
6. Final inspection by Planning, Economic Development and/or Building Divisions
7. Final payment will be issued after satisfactory completion of project

DEALING WITH CONTRACTORS AND DISBURSEMENT OF FUNDS

The façade improvement funds will substantially be paid by the City through purchase orders with pre-approved designers and contractors. The payment terms will be established before work commences and agreed to in a contract. All invoices and payments must include Washington State sales tax. Payment to the contractor will occur after successful completion and inspection of work.

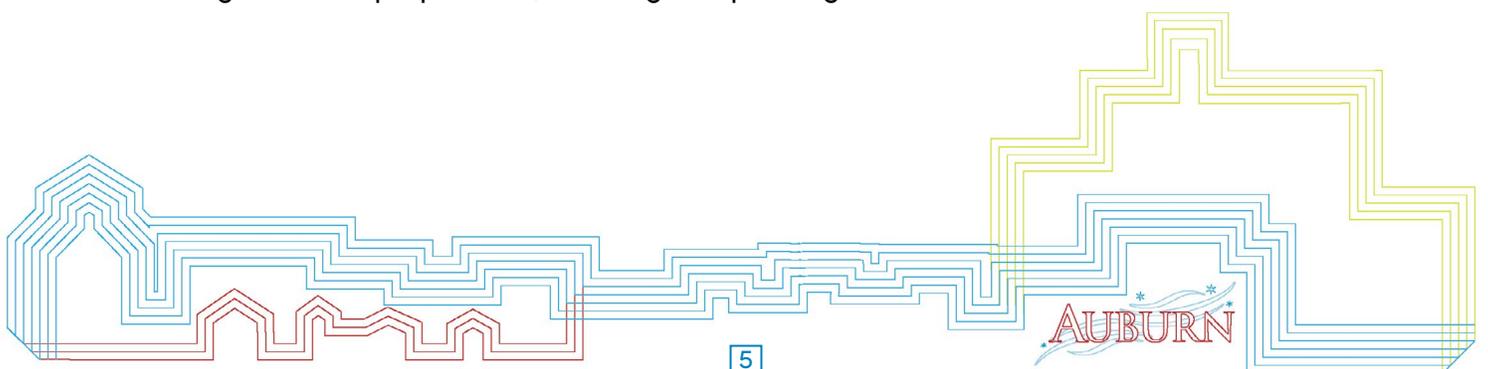
If the business or property owner decides to use an unapproved architect or contractor, the architect or contractor must apply to be a part of the roster and satisfy all conditions associated with application. After their approval, the architect and/or contractor will be engaged and paid like previously approved roster applicants.

If the business or property owner is responsible for matching funds, they must pay their portion of the matching contribution to the contractor up front and provide an invoice showing payment to a pre-approved consultant prior to any disbursement of City funds.

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



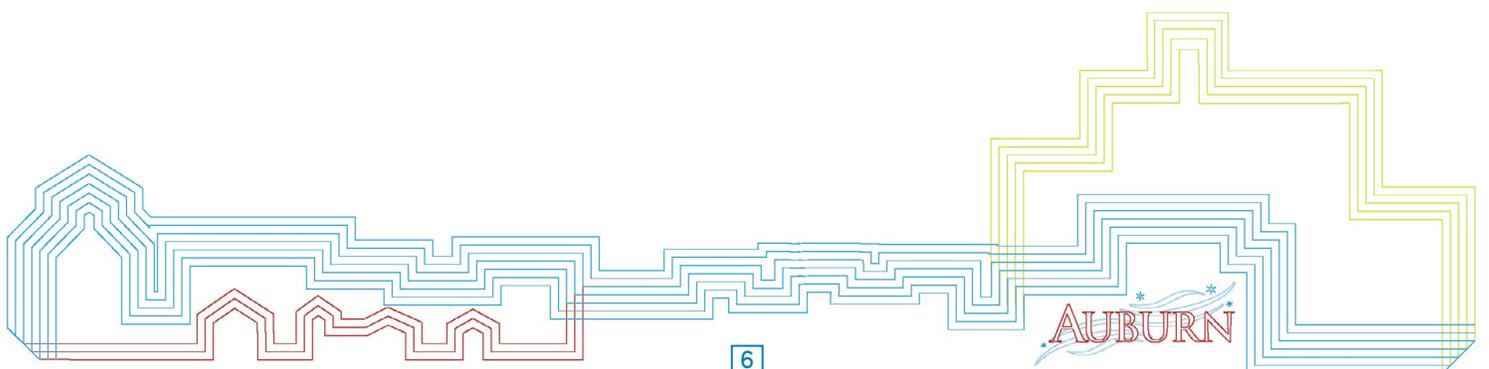
- Awnings – Maintenance, installation, repair, or replacement of fabric awnings. Awnings to be replaced must show considerable wear as determined by the City Building Official.
- Lighting – Installation, retrofitting, replacement
- Handicapped Access Projects – Ramps, thresholds, entrances (only in conjunction 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



CITY OF AUBURN
DOWNTOWN FAÇADE IMPROVEMENT GRANT PROGRAM

APPLICATION

APPLICANT INFORMATION

Name: _____

Business Name: _____

Business Address: _____

Phone: _____ Email: _____

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

Social Security Number/Tax Identification Number: _____

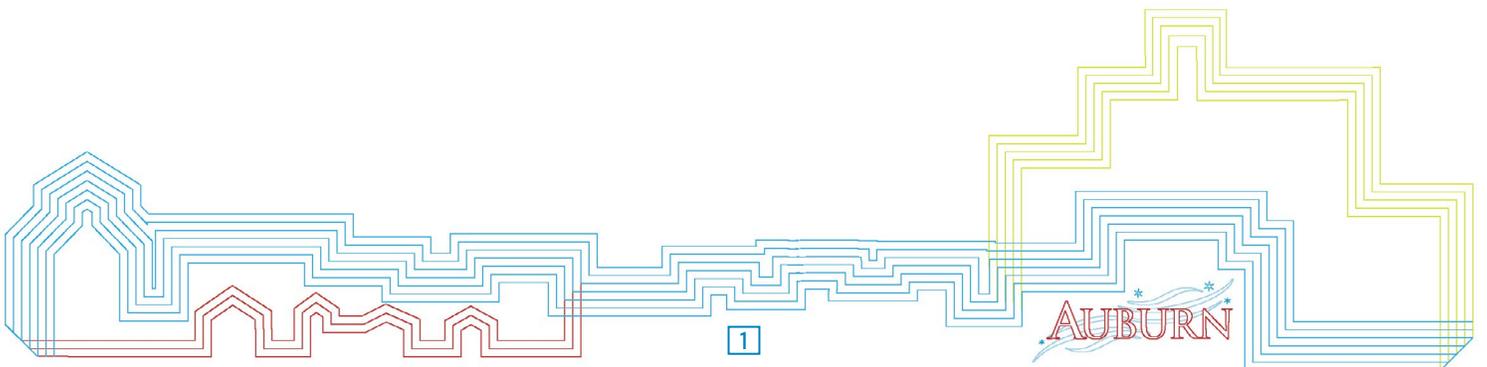
Business License Number: _____

Assessor's Parcel Number: _____

PROPERTY OWNER INFORMATION (if not applicant)

Name: _____

Phone: _____ Email: _____

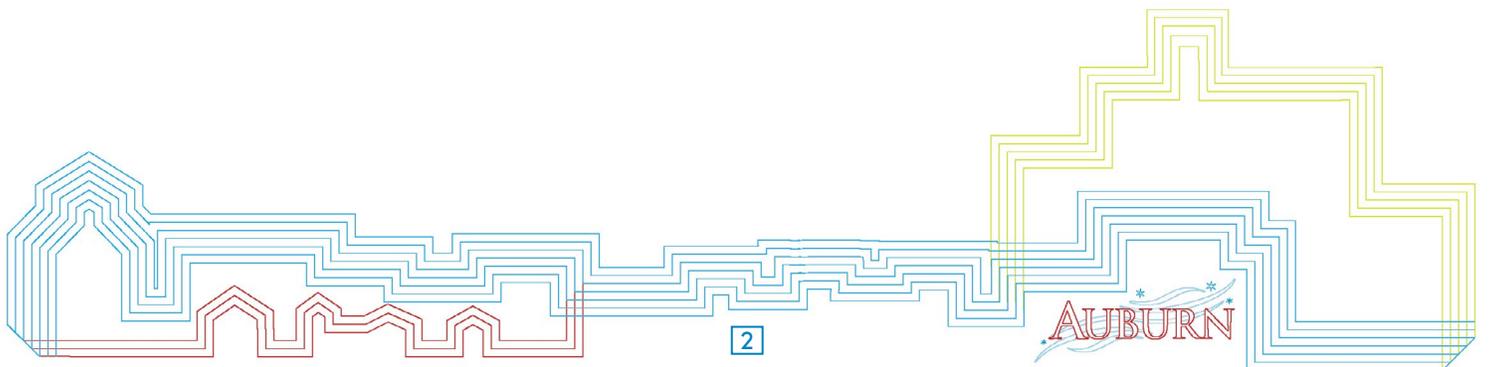


DESCRIPTION OF PROPOSED STOREFRONT IMPROVEMENTS

LIST OF IMPROVEMENT ASSOCIATED COSTS

TECHNICAL ASSISTANCE AND DESIGN SERVICES			
NAME OF COMPANY (ENGINEER, ARCHITECT, DESIGNER)	SERVICES BEING PROVIDED	FEE (EITHER FLAT OR NOT TO EXCEED)	TOTAL COSTS
		\$	\$
		\$	\$
		\$	\$
		\$	\$
TOTAL COSTS FOR TECH AND DESIGN			\$

CONSTRUCTION MATERIALS AND LABOR					
NAME OF COMPANY (CONTRACTOR, MATERIAL PROVIDER)	DESCRIPTION OF WORK	MATERIAL COSTS	LABOR COSTS	TAX	TOTAL COSTS
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
TOTAL COSTS FOR CONSTRUCTION					\$

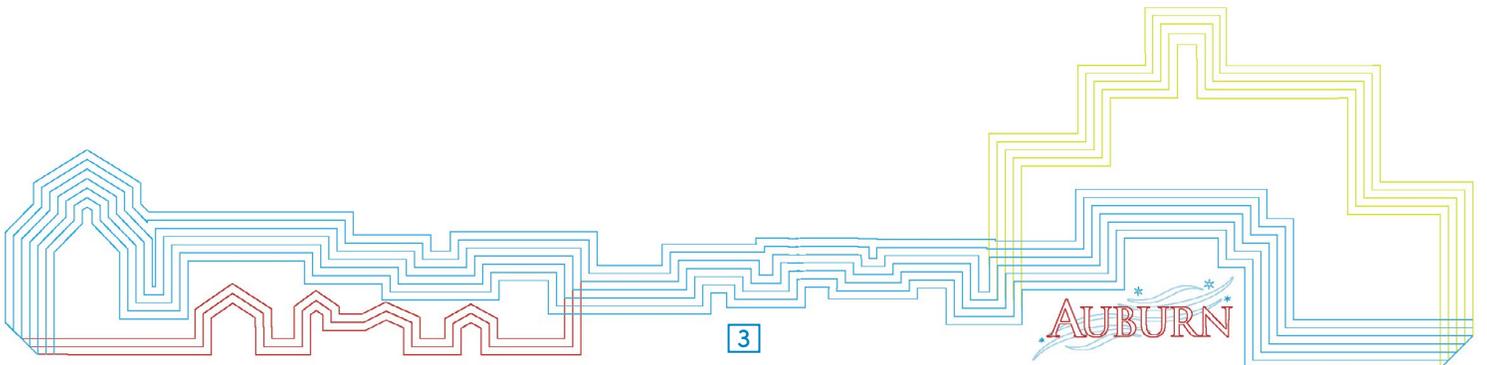


ESTIMATED TOTAL COSTS OF STOREFRONT IMPROVEMENTS		
		TOTAL COST
	DESIGN SERVICES	\$
	MATERIAL, LABOR, AND TAX COSTS	\$
	TOTAL PROJECT COSTS	\$

GRANT REQUEST		
PLEASE USE CALCULATOR PROVIDED ON WEBSITE		TOTAL COST
	TOTAL PROJECT COSTS	\$
MINUS (-)	PROPERTY AND/OR BUSINESS OWNER RESPONSIBILITY	\$
	GRANT REQUEST AMOUNT	\$

SOURCE(S) OF MATCHING FUNDS & IN-KIND CONTRIBUTIONS			
CASH/IN-KIND	DESCRIPTION OF WORK/SOURCE OF FUNDS		AMOUNT
			\$
			\$
			\$
			\$
	TOTAL OWNER RESPONSIBILITY		\$

PROJECTED PROJECT MILESTONES		
PROJECT PHASE	ANTICIPATED DATE	NUMBER OF WEEKS
Kickoff Meeting		
Permit Application		
Construction Start		
Construction Completion		
Final Inspection		
Total Project Duration		



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.

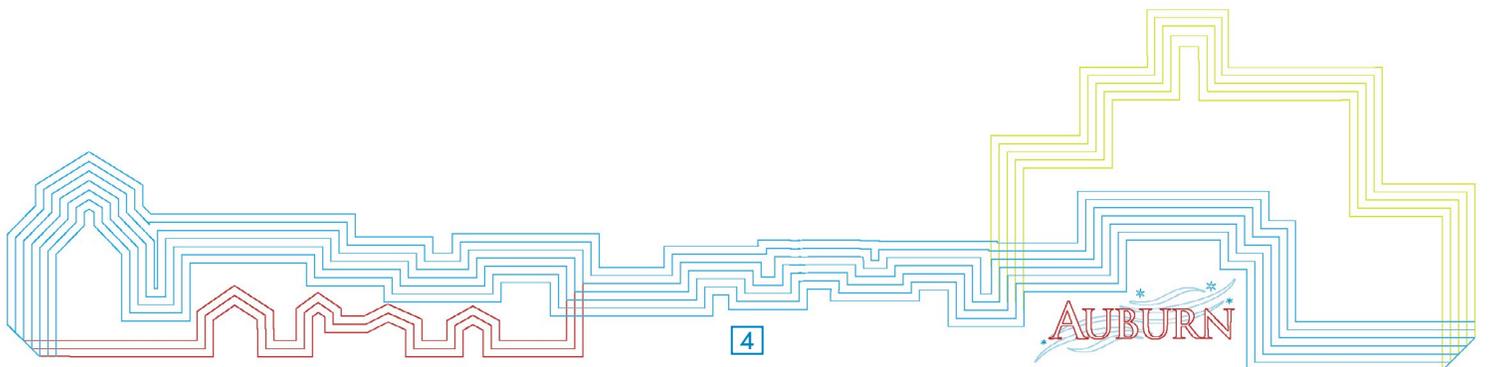
The applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a Storefront grant and is true and complete to the best of the applicant's knowledge. If the applicant is not the owner of the property 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: _____

PLEASE RETURN THE APPLICATION AND SUPPLEMENTAL INFORMATION TO:

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

Contact:
Lauren Flemister, Urban Design Planner
253.931.3092 – Telephone
lflemister@auburnwa.gov – Email



CITY OF AUBURN DOWNTOWN FAÇADE IMPROVEMENT GRANT PROGRAM

APPLICATION PACKET CHECKLIST

Please read the guidelines carefully. Incomplete applications will not be reviewed.

Format

- Type or print clearly on all application materials
- Use black ink and a legible font
- Submit all material on either 8.5" x 11"
- Please do not staple materials
- Please do not submit any material not included on the checklist

Please submit applications to:

In Person
Permit Center
Auburn City Hall Annex
1 East Main Street (2nd Floor)

Email
lflemister@auburnwa.gov

Questions

For assistance, please call Urban Design Planner, Lauren Flemister at 253-931-3092 or email lflemister@auburnwa.gov

- Completed Application and Checklist (to the best of your ability)
- Copy of City of Auburn Business License
- Current member of BIA (with dues paid)
- Authorization letter from property owner (if applicable)
- Proof of Loan and/or Cash Matching Funds
- Images of existing façade or improvement area
- Drawings, sketches of improvement plans and ideas
- Architect or engineer drawings, as needed
- Contractor Estimates that include administrative time and sales tax
- Project Timeline

