City of Gresham
Downtown Storefront Improvement Program Grant

Application

1. **APPLICANT**

Name:_____
Address:_____
City/State: _____ Zip Code:_____
Phone Number:_____Fax Number:_____
Email Address:_____
Legal Form: Sole Proprietorship ☐ Partnership ☐
Corporation: Profit ☐ Non-Profit ☐

In which State are the incorporation and/or organization documents filed?_____

2. **BUILDING/BUSINESS TO BE REHABILITATED**

Name:_____
Address:_____
City/State: _____ Zip Code:_____
Legal Description: _____
Property Tax Account Number: R-_____

3. **OWNER OF PROPERTY** (if not applicant)

Name:_____
Contact Name:_____
Address:_____
City/State: _____ Zip Code:_____
Phone Number(s): _____

4. **AUTHORIZATION TO UNDERTAKE WORK**

If the applicant is not the owner of the property, provide written evidence that the owner authorizes this work to be undertaken. (Typically, this is in the form of a lease or other written permission.)

5. **RETENTION/RECRUITMENT OF JOBS**

No. of employees at time of application: _____
No. of jobs projected in two years: _____
(full-time equivalent)

6. **BRIEF DESCRIPTION OF PROPOSED EXTERIOR STOREFRONT IMPROVEMENTS, INCLUDING HOW THEY MEET THE EVALUATION CRITERIA IN THE GRANT GUIDELINES:**

- Address blighted conditions or contribute to Downtown revitalization efforts;
- Provide high-quality design improvements;
- Be consistent with the Downtown Design Standards/Guidelines (Development Code 4.1100); and
- Be visible from the street or public parking lots in a prominent location.

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ATTACH DRAWINGS/EXHIBITS/PHOTOGRAPHS THAT SHOW PROPOSAL

7. **ESTIMATED COST OF STOREFRONT IMPROVEMENTS** $_____

8. **IN ADDITION TO THE PROPOSED STOREFRONT IMPROVEMENTS, IS INTERIOR OR OTHER WORK ALSO PROPOSED?** Yes ☐ No ☐

Estimated cost of other work: $_____

Total estimated cost of all work: $_____

9. **SOURCE OF MATCHING FUNDS**

The Storefront Improvement Program is a reimbursement grant program. Funds will be committed prior to the commencement of the work, but will not be disbursed until the applicant provides proof of payment for the completed improvements.
How will the improvements be financed?

Loan ☐ Cash ☐ Other:_____

10. **GRESHAM BUSINESS LICENSE**

a) Are you required to have a City of Gresham Business License? Yes ☐ No ☐
(Property owners may not be required to have a license. All tenants should have licenses.)

b) If yes, please enclose a copy of the License.

c) If no, please explain why not:_____

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_____

OTHER

The applicant understands that the City of Gresham must approve the proposed exterior storefront improvements. The City may require certain changes or modifications prior to final approval. A commitment of grant funds will not be processed until the City receives and approves necessary bids for approved work. 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 to be eligible for reimbursement.

CERTIFICATION BY APPLICANT

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for obtaining a grant and is true and complete to the best of the applicant's knowledge and belief.

The applicant further acknowledges and agrees to the following:

- All/any funds distributed under this grant application and program must be utilized solely for the program or project identified in this application.
- All construction work must comply with Davis Bacon prevailing wage requirements. Government Printing Office Davis Bacon site: www.gpo.gov/davisbacon

- The applicant will provide an accounting relating to the use of all grant funds received upon request of the City of Gresham and shall retain all relevant financial records relating to the project/program for which the grant funds were received for a period of not less than three (3) years from the completion of the program/project.
- The applicant may be personally or individually liable for misuse of grant funds.
- The City of Gresham will not be responsible or liable in any way for injury or damage to third parties or property resulting from the conduct or actions of the applicant or agents of the applicant relating to the program or project funded under this grant.
- The applicant agrees to indemnify and hold the City of Gresham harmless for any/all claims arising out of the activities funded under the terms of this grant.

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 Gresham from any available source.

The information provided by the applicant and in any supplements thereto is submitted voluntarily and in confidence to the City of Gresham. It is understood that non-exempt information contained in this application is subject to disclosure under Oregon Public Records Law, ORS 192.410 through 192.505.

Print name of applicant	Title
Signature	Date

PLEASE RETURN THIS APPLICATION WITH A COPY OF THE CURRENT CITY OF GRESHAM BUSINESS LICENSE (IF APPLICABLE) TO:

Brian Martin, Associate Planner
City of Gresham
1333 NW Eastman Parkway
Gresham, Oregon 97030
503-618-2266 – Phone
503-669-1376 – Fax