

# GRESHAM REDEVELOPMENT COMMISSION AGENDA

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## COMMISSION CHAIR TRAVIS STOVALL

COMMISSION VICE CHAIR DINA DINUCCI  
COMMISSION ACTING CHAIR JERRY HINTON  
COMMISSIONER JANINE GLADFELTER

COMMISSIONER VINCENT JONES-DIXON  
COMMISSIONER EDDY MORALES  
COMMISSIONER SUE PIAZZA

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## GRESHAM REDEVELOPMENT COMMISSION March 19, 2024

### OPEN SESSION – 2:30 P.M.

Gresham Civic Center, Public Safety & Schools Building, Council Chambers  
1331 NW Eastman Parkway, Gresham, Oregon

#### **PLEASE NOTE**

The Gresham Redevelopment Commission is transitioning back to in-person meetings. Members of the public are now welcome to attend in-person in the Council Chambers.

This meeting will also be broadcast live at [GreshamOregon.gov/Agendas](https://GreshamOregon.gov/Agendas) and via Zoom, an online meeting platform.

The City's business hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.

Persons who desire to access the meeting and are unable to access the meeting via the livestream at [GreshamOregon.gov/Agendas](https://GreshamOregon.gov/Agendas) or via Zoom are encouraged to contact Johntae Ivory, Program Technician, by calling 503-618-2473 or emailing [johntae.ivory@greshamoregon.gov](mailto:johntae.ivory@greshamoregon.gov) by 5:00 p.m. two (2) business days before the meeting, so that the City can provide alternate arrangements.

Persons who desire translation services for this meeting must notify Johntae Ivory, Program Technician, by calling 503-618-2473 or emailing [johntae.ivory@greshamoregon.gov](mailto:johntae.ivory@greshamoregon.gov) by 5:00 p.m. three (3) business days before the meeting, so that the City can make arrangements for translation services.

#### **ZOOM ACCESS LINK AND CALL-IN NUMBERS FOR THIS MEETING**

Click the link below to join the webinar:

<https://greshamoregon.zoom.us/j/87895316107?pwd=YTIJZFJrcTV5SU8xa1NoVWdXWXhsZz09>

Passcode: 4xERZB5sqX

**Or One Tap Mobile:**

US: +16699006833,,87895316107#,,,,\*4983688933# or +12133388477,,87895316107#,,,,\*4983688933#

**Or Telephone:**

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 213 338 8477 or +1 253 215 8782 or +1 646 876 9923

Webinar ID: 878 9531 6107

Passcode: 4983688933

International numbers available: <https://greshamoregon.zoom.us/j/87895316107?pwd=YTIJZFJrcTV5SU8xa1NoVWdXWXhsZz09>

#### **PLEASE NOTE**

Instructions for signing up for **written or oral testimony** are provided on this agenda under section A (2): Instructions to Citizens on Signing Up for Public Testimony Regarding Agenda and Non-Agenda Items.

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**TIME ESTIMATE (Minutes)**

**GRESHAM REDEVELOPMENT COMMISSION AGENDA - REVISED  
MARCH 19, 2024 – PAGE 2**

<b>A.</b>	<b>CALL TO ORDER BY PRESIDING OFFICER</b>	<b>5</b>
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1. **ROLL CALL OF THE GRESHAM REDEVELOPMENT COMMISSION**
2. **INSTRUCTIONS TO CITIZENS FOR TESTIFYING ON AGENDA AND NON-AGENDA ITEMS**

**Written Testimony** must be received by 3:00 p.m. on Monday, March 18, 2024, via email to Johntae Ivory, Program Technician, at [johntae.ivory@greshamoregon.gov](mailto:johntae.ivory@greshamoregon.gov)

**Oral Testimony:** Persons wishing to provide oral testimony must register their request to Johntae Ivory, Program Technician, by calling 503-618-2473 or emailing [johntae.ivory@greshamoregon.gov](mailto:johntae.ivory@greshamoregon.gov) by 3:00 p.m. on Monday, March 18, 2024 and include their name, email address, phone number, and subject matter of the oral testimony.

*Mr. Ivory will send persons who wish to provide oral testimony via Zoom a Zoom link to use to provide the oral testimony.*

<b>B.</b>	<b>CITIZEN AND COMMUNITY GROUP COMMENTS FOR AGENDA (EXCEPT PUBLIC HEARING) AND NON-AGENDA ITEMS</b>	<b>10</b>
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1. **CITIZEN AND COMMUNITY GROUP COMMENTS**

<b>C.</b>	<b>CONSENT AGENDA</b>	<b>5</b>
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Commission actions are taken in one motion on Consent Agenda items; however, Commission members can remove items from the Consent Agenda to be addressed separately.

1. **GRESHAM REDEVELOPMENT COMMISSION MEETING MINUTES**  
Commission approval of this item will approve the minutes of the Commission meeting of February 20, 2024.

<b>D.</b>	<b>PUBLIC HEARING</b>	
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None.

<b>E.</b>	<b>COMMISSION BUSINESS</b>	<b>40</b>
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1. **STOREFRONT IMPROVEMENT GRANT PROGRAM**  
Staff will be seeking policy direction and move the Executive Director to proceed with the Storefront Improvement Grant Program.

<b>F.</b>	<b>COMMISSION MEASURES AND PROPOSALS</b>	
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None.

<b>G.</b>	<b>ADJOURNMENT OF MEETING</b>	
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**TOTAL ESTIMATED TIME (MINUTES): 60**

**GRESHAM REDEVELOPMENT COMMISSION AGENDA - REVISED  
MARCH 19, 2024 – PAGE 3**

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**MEETING BROADCAST AND REPLAY SCHEDULE**

**Live Broadcast**

- Comcast Channel 22 (322 HD) or Frontier Channel 33
- City of Gresham website: [GreshamOregon.gov/Videos](https://GreshamOregon.gov/Videos). (Under “Upcoming Events,” select the Redevelopment Commission “Agenda.” An active link to the Zoom meeting is posted on page 1 of the Agenda. Phone numbers are also posted for the option of attending the meeting by phone.)

**Replays**

- 4<sup>th</sup> Monday of the same month at 6:00 p.m. on Comcast Channel 30 (330 HD) or Frontier Channel 38
- 1<sup>st</sup> Friday of the following month at 11:30 p.m. on Comcast Channel 30 (330 HD) or Frontier Channel 38
- Any time after 72 hours following the meeting: [GreshamOregon.gov/Videos](https://GreshamOregon.gov/Videos)

# GRESHAM

## REDEVELOPMENT COMMISSION

### AGENDA ITEM TYPE: DECISION

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### Gresham Redevelopment Commission Meeting Minutes

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**Meeting Date:** March 19, 2024

**Agenda Item Number:** C-1

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#### REQUESTED COMMISSION ACTION

Move to approve minutes from the Gresham Redevelopment Commission meeting of February 20, 2024.

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#### ATTACHMENTS

A. Meeting Minutes: February 20, 2024

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#### FROM

Johntae Ivory, Program Technician

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#### REVIEWED THROUGH

Brian Monberg, Executive Director of the Gresham Redevelopment Commission

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#### FOR MORE INFORMATION

Staff Contact: Johntae Ivory, Program Technician

Telephone: (503) 618-2473

Staff E-Mail: [Johntae.Ivory@GreshamOregon.gov](mailto:Johntae.Ivory@GreshamOregon.gov)

Website: [GreshamOregon.gov/Urban-Renewal](http://GreshamOregon.gov/Urban-Renewal)

**A. CALL TO ORDER BY PRESIDING OFFICER**

**Chair Travis Stovall** called the Gresham Redevelopment Commission (GRDC) meeting to order on Tuesday, February 20, 2024, at 2:35 P.M. via Conference Call +1 253 215 8782, Meeting ID 878 9531 6107 or <https://greshamoregon.zoom.us/j/87895316107>

**1. ROLL CALL OF THE GRESHAM REDEVELOPMENT COMMISSION**

**Chair Stovall** called the roll.

COMMISSION PRESENT: Commission Chair Travis Stovall  
Commission Vice Chair Dina DiNucci  
Commissioner Janine Gladfelter  
Commissioner Eddy Morales  
Commissioner Sue Piazza  
Commissioner Vincent Jones-Dixon

COMMISSION ABSENT: Commissioner Acting Chair Jerry Hinton

STAFF PRESENT: Ellen Van Riper, Gresham City Attorney  
Steve Fancher, Assistant City Manager  
Brian Monberg, Gresham Redevelopment Commission Executive Director  
Michael Gonzales, Gresham Redevelopment Project Coordinator  
Johntae Ivory, Program Technician, Recording Secretary

**2. INSTRUCTIONS TO CITIZENS ON SIGNING UP FOR PUBLIC TESTIMONY REGARDING AGENDA AND NON-AGENDA ITEMS**

**Chair Travis Stovall** read the instructions.

**B. CITIZEN AND COMMUNITY GROUP COMMENTS FOR AGENDA (EXCEPT PUBLIC HEARING) AND NON-AGENDA ITEMS**

**1. CITIZEN AND COMMUNITY GROUP COMMENTS**

**Johntae Ivory**, Recording Secretary, reported that we have 5 public testimonies today:

Members from the Western States Carpenter Union

- Jesus Saucedo Jr.
- Nickeia Hunter
- Michael Cofflin
- Jonathan Rodriguez
- Santiago Juarez

4 Written Testimonies Submitted:

- Catherine Nicewood
- Sahara Miller

- Jason Naumann
- John Nelsen

### **C. CONSENT AGENDA**

#### **1. GRESHAM REDEVELOPMENT COMMISSION MEETING MINUTES**

Commission approval of this item would approve the minutes of the Commission meetings of January 23, 2024.

**Chair Stovall** called for a motion on the Consent Agenda.

Motion was made by **Commissioner Gladfelter** and seconded by **Commission Vice Chair Dina DiNucci** APPROVE CONSENT AGENDA ITEM C-1.

**Chair Stovall** asked if there was any discussion on the Consent Agenda or motion.

Hearing none, **Chair Stovall** called for the vote. The motion passed as follows:

Commission Chair Travis Stovall	YES
Commission Vice Chair Dina DiNucci	YES
Commissioner Eddy Morales	YES
Commissioner Janine Gladfelter	YES
Commissioner Sue Piazza	YES
Commissioner Vincent Jones-Dixon	YES

### **D. PUBLIC HEARING**

None

### **E. COMMISSION BUSINESS**

#### **1. SUNRISE SITE/ROCKWOOD B188: TERM SHEET**

Staff will be seeking approval of the Term Sheet for the Disposition and Development of the Rockwood Sunrise Site and direct the Executive Director to proceed with negotiations to finalize the Disposition and Development Agreement.

**Brian Monberg, Gresham Redevelopment Commission Executive Director, presented the staff report.**  
**(PowerPoint presentation attached as Exhibit A.)**

**Commissioner Gladfelter** asked if we can add more provision into the development of B188 site.

**Mr. Monberg** agreed and explained we can build more provisions into the DDA to identify key financial terms.

**Commissioner Jones-Dixon** acknowledges prevailing wages are called out in the term sheet and he trusts **HMS Development** and the work they're doing. He asked if the provisions would be added in the new DDA.

**Mr. Monberg** explains we would include the prevailing wages in the new agreements as well as stipulations we have regarding construction monitoring that staff would be doing over the course of it, and we would be able to review and enforce those agreements.

**Commission Vice Chair Dina DiNucci** said if prevailing wages were not a standard in the city's construction agreements, she would like to see it added, so we don't run into issues moving forward. She asked if someone could look into her request.

**Mr. Monberg** said staff would be happy to follow up with a more exhaustive presentation on this issue and recognize how important it is given the priorities of both the GRDC and the city all around increasing job growth and wages.

**Commissioner Gladfelter** wanted clarification to make sure we are following the labor laws, and she believes we should already have those in place.

**Mr. Monberg** agrees with the commissioner, and explained there's a state organization that oversees and monitors construction contracts, especially the components you were referring to.

**Chair Stovall** called for a motion on the Commission Business E1.

Motion was made **Commission Vice Chair Dina DiNucci** and seconded by **Commissioner Jones-Dixon** APPROVE Sunrise/B188: Term Sheet.

**Chair Stovall** asked if there was any discussion on the motion.

Hearing none, **Chair Stovall** called for the vote. The motion passed as follows:

Commission Chair Travis Stovall	YES
Commission Vice Chair Dina DiNucci	YES
Commissioner Janine Gladfelter	YES
Commissioner Vincent Jones-Dixon	YES
Commissioner Eddy Morales	YES
Commissioner Sue Piazza	YES

## **2. APPROVAL OF PROPERTY ACQUISITION: 18450 SE STARK**

Staff will be seeking approval to approve the purchase of 18450 SE Stark for \$1,050,000 and direct the Executive Director to proceed with closing consistent with the Purchase and Sale Agreement.

**Brian Monberg, Gresham Redevelopment Commission Executive Director, presented the staff report.**  
**(PowerPoint presentation attached as Exhibit B.)**

**Commission Chair Travis Stovall** asked about the zoning for the one-acre property.

**Mr. Monberg** explained it's within the Rockwood Town Center as a designated zone.

**Commission Vice Chair Dina DiNucci** said she was considering if there were better partners that would have use for it. She explained the other organizations close to the property like the Hope Center and she believes this opens up an opportunity to have a community hub in that area. She likes the idea

of having services that support the community right where many people live and supports this purchase.

**Commissioner Janine Gladfelter** asked if we would immediately be partnering with other groups to utilize the space for activities instead of the city.

**Mr. Monberg** said the staff believes there's ample opportunity, and he explained today's discussion is to secure the property with no decisions regarding any operations or partnerships that have been made. Any potential option for partnerships or uses will be subject to a future GRDC decision. He noted, the desire would be to have another operator that would bring a skill set and expertise around workforce skills development that potentially could operate this site.

**Commissioner Janine Gladfelter** likes the idea of having that kind of site there for the multi-family housing in the area.

**Chair Stovall** called for a motion on the Commission Business E2.

Motion was made **Commissioner Janine Gladfelter** and seconded by **Commissioner Jones-Dixon** APPROVE purchase of 18450 SE Stark for \$1,050,000 and direct the Executive Director to proceed with closing consistent with the Purchase and Sale Agreement.

**Chair Stovall** asked if there was any discussion on the motion.

Hearing none, **Chair Stovall** called for the vote. The motion passed as follows:

Commission Chair Travis Stovall	YES
Commission Vice Chair Dina DiNucci	YES
Commissioner Janine Gladfelter	YES
Commissioner Vincent Jones-Dixon	YES
Commissioner Eddy Morales	YES
Commissioner Sue Piazza	YES

**Chair Stovall** said our ability to create a robust, vibrant community there in the Rockwood Town Center is contingent upon our ability to control some of those sites and how they get developed over time. He believes this was a critical spot to round out the diversity of development in Rockwood Town Center. He supports this effort and looks forward to the development plans that are created.

### **3. STOREFRONT IMPROVEMENT GRANT PROGRAM**

Staff will be seeking policy direction and move the Executive Director to proceed with the Storefront Improvement Grant Program.

**Chair Stoval** asked about the time left for the presentation for Agenda Item E-3: Storefront Improvement Grant Program.

**Mr. Monberg** acknowledges, staff is very excited to present this opportunity, but he anticipates they will need more time for discussion and recommends we move to the next GRDC meeting, next month.

**Chair Stoval** asked the commission if there's any concerns about moving the last Agenda Item to March.

**Commission Vice Chair Dina DiNucci** said she must leave soon and agrees to move the meeting.

**Chair Stoval** confirms we will move Agenda Item E-1: Storefront Improvement Grant Program. the meeting to March.

**F. COMMISSION MEASURES AND PROPOSALS**

**G. ADJOURNMENT OF MEETING**

Hearing no further business, Chair Stovall adjourned the meeting at 3:41 PM

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TRAVIS STOVALL  
CHAIR

Respectfully submitted,

/s/ Johntae Ivory  
Johntae Ivory  
Recording Secretary

# GRESHAM

## REDEVELOPMENT COMMISSION

### AGENDA ITEM TYPE: DECISION

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### Storefront Improvement Grant Program

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**Meeting Date:** March 19, 2024

**Agenda Item Number:** E-1

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#### REQUESTED COMMISSION ACTION

Move to direct the Executive Director of the Gresham Redevelopment Commission to proceed with the Storefront Improvement Grant Program.

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#### PUBLIC PURPOSE AND COMMUNITY OUTCOME

The public purpose is to provide resources to help businesses and property owners improve the appearance and operation of their buildings. Storefront Improvement grants will fund improvements to the street-facing exteriors of eligible buildings along the major commercial arterials of the Rockwood-West Gresham Urban Renewal Area (URA). Owners of buildings and tenants of eligible buildings may apply for funds, which are paid to the Grantee after the agreed-upon improvements are completed and paid for by the grantee.

This program furthers the following Rockwood-West Gresham Renewal Plan Goals: Goal 1 (Public Involvement), Goal 2 (Improve Rockwood Town Center), Goal 4 (Help Create and Retain Family Wage Jobs by Improving Industrial and Commercial Areas) and Goal 8 (Promote Quality Development).

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#### BACKGROUND

The presentation today will provide a proposal for grant funds to support enhancements to businesses and property owners within the district. This draft proposal is reflective of the urban renewal plan, previous GRDC administered grant programs, and current best practices.

The Storefront Improvement grant program was previously established in January 2005 to improve the commercial vitality and appearance of Rockwood building owners or tenants proposing exterior, street-facing improvements to commercial properties facing major arterials along Stark, Burnside and 181st are eligible for 50% reimbursement of the total cost up to \$20,000. The program was administered for seven years.

With the successful 2022 ballot measure which extended the Urban Renewal Program to the year 2029, there is an opportunity to invest funds to support business development. The previously administered grant program provided significant enhancements to grantees. The program also incentivized further private investment in the district.

Over the last year staff has been reviewing best practices for storefront grant programs, including talking to previous program, other cities, and proposing a draft framework for a 2024

grant program. The current proposal is also reflective of current business conditions, as many businesses are recovering from significant economic challenges during the pandemic.

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**RECOMMENDATION and ALTERNATIVES**

Staff recommends the Gresham Redevelopment Commission move to direct the Executive Director of the Gresham Redevelopment Commission to proceed with the Storefront Improvement Program.

The Commission can also choose to make revisions to the proposed Storefront Improvement Grant or direct staff not to proceed with the program.

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**BUDGET / FINANCIAL IMPACT**

Funds for this program are budgeted within the FY 2023-24 urban renewal budget for business grant programs. Funds are not to exceed \$250,000 for implementation this fiscal year. We will recommend for this first phase of the program to last for 1 year, utilizing the not to exceed \$250k. Our hope is to come back to GRDC next year to reauthorize the program for future years, once we have a chance to see how well subscribed it is, and/or any changes to increase participation.

**PUBLIC INVOLVEMENT**

The proposed Storefront Improvement Program was presented to the Gresham Redevelopment Commission Advisory Committee on January 10, 2024, for review and feedback. With direction to proceed with the program, staff will prepare recorded information session, and mailings to eligible businesses within the district.

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**NEXT STEPS**

With GRDC direction, staff will proceed with the administration of the Storefront Improvement Program.

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**ATTACHMENTS**

- A. Program Guidelines
  - B. Grant Process Steps
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**FROM**

Johntae Ivory, Urban Renewal, Program Technician

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**REVIEWED THROUGH**

Sharron Monohon, Budget and Finance Director  
Brian Monberg, GRDC Executive Director  
Conner Harman, Management Analyst 1

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**FOR MORE INFORMATION**

Staff Contact: Johntae Ivory  
Telephone: 503-618-2443  
Staff E-Mail: [johnetae.ivory@GreshamOregon.gov](mailto:johnetae.ivory@GreshamOregon.gov)  
Website: [www.GreshamOregon.gov/UrbanRenewal](http://www.GreshamOregon.gov/UrbanRenewal)

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## Guidelines

The Storefront Improvement grant program is administered by the Gresham Redevelopment Commission (GRDC). The grant provides financial and technical assistance to commercial property and business owners who wish to restore or update their storefront façades on buildings located in the Rockwood-West Gresham Urban Renewal Area (URA).

### Eligibility – Who can apply?

The business must be located within the Storefront Improvement grant boundaries on a grant eligible street to participate (see Attachment A). Funded projects will increase the assessed value of the property, increase the perception of safety and neighborhood vibrancy, retain and bring new jobs to the area, and utilize vacant or underutilized buildings. Eligible improvements made to the exterior of a building must be durable and of high quality and amount to at least \$20,000 in value. Grant applications are accepted year-round and are available in English, Spanish, Vietnamese, and Russian. Reaching out to speak to a staff member before applying is encouraged, especially if you are new to this grant process.

Both commercial property owners and business lessees with written authorization of the property owner may apply for grant funding. Properties with delinquent property taxes, liens or outstanding City code violations will not be considered for grant approval.

### Eligible Improvements:

- Exterior painting
- Siding replacement
- Windows and door replacement
- New cornices, gutters and downspouts
- Signs and graphics
- Exterior lighting
- Canopies and awnings (durable and high quality, no vinyl)
- Landscaping, fencing, bike racks, and interior window display lighting are allowed as long as they are part of the work that directly affects the building exterior.

Businesses not eligible for Storefront Improvement grant funding include:

- is a corporate or franchise store with more than three existing locations unless the business is an independently owned franchised business that is:
    - a. primarily owned by an individual(s) residing in the City of Gresham, or
    - b. owned by a legal entity that is primarily owned by individuals residing in the City of Gresham;
  - includes a drive-thru;
- 
- National franchises/for profit corporations with multiple locations outside of the metro region.
  - Buildings in excess of 80,000 square feet;

- Government offices and agencies (non-governmental tenants are eligible) or other non-taxed entities.
- Businesses that exclude minors; and
- Properties primarily in residential use.

#### Ineligible Improvements:

- Roofs
- Structural foundations
- Sidewalks and stand-alone ADA related improvements
- Billboards
- Security systems
- Non-permanent fixtures
- Interior window coverings
- Personal property and equipment
- Security bars
- Razor/barbed wire fencing
- Paving
- Advertising, interior modifications, and other projects that do not directly relate to the visual improvement or rehabilitation of the business

#### **Funding Assistance**

The grant funds 50% of total eligible project costs, up to \$40,000.

The grant will reimburse for the following expenses for eligible improvements:

- Materials used in eligible improvements
- Labor costs except those performed by Grantee
- City of Gresham permit and design review fees

Grant funds are paid on a reimbursement basis; the Grantee must pay the entire cost of grant-funded improvements before receiving grant funds.

#### **City of Gresham encourages business to hire firms who are locally based.**

Property owners who hire a State-certified COBID Firm to perform approved work will be eligible for a match grant of up to 60% total eligible project costs, up to \$48,000. A Grantee seeking to qualify for the COBID incentive must bring this to the attention of GRDC staff when bids are submitted.

The State of Oregon COBID website offers a directory of certified firms at:

<https://www.oregon.gov/biz/programs/cobid/pages/default.aspx>

#### Immediate Repairs Grant Option

Amount:

- Reimbursement up to \$5,000 per business for repairs

#### Guidelines:

- Staff would approve the smaller grant instead of the Commission.
- No bidding required.
- Reimbursement receipts need to be provided 120-days from the commencement of construction.

#### Eligible Improvements:

- Painting for graffiti
- Window, Lighting & Door Repairs
- Landscaping

#### Application Process – How to apply?

Interested applicants should contact Urban Renewal for an appointment by email at [johntae.ivory@greshamOregon.gov](mailto:johntae.ivory@greshamOregon.gov) or call 503-618-2473

1. **Site Visit:** Staff will make a site visit to the property to discuss the applicant's ideas and make recommendations on how to submit an eligible proposal for the next grant cycle.
2. **Application:** Applications may be submitted at any time. Grants are awarded on a first-come, first-served basis. The applicant completes and submits an application form, project description, and budget.
3. **GRDC Approval:** The GRDC reviews all applications and has the sole authority to approve a grant award and to determine eligibility of the proposed work. Certain types of work may be required or precluded as a condition of funding.
4. **Pre-Approval Letter:** Once approved for a grant, Grantees receive a Pre-Approval Letter from the GRDC. This letter will include the GRDC approved scope of work and next steps in the grant process.
5. **Bidding:** Three competitive bids are required for most proposed work. For any element of the project that is bid at less than \$20,000, one bid will suffice. The GRDC will fund 50% of the lowest bid for all eligible project's components, not to exceed the maximum grant amount approved by the GRDC. Only bids from contractors licensed within the State of Oregon will be accepted. All construction contracts are between the Grantee and the contractor. [Can you remove the percentage part?]

The applicant obtains quotes and bids from contractors, reviews all necessary codes and permits, and budgets how to provide the required matching funds.

All bids must be submitted to GRDC staff within 120-days of the date of the Pre-Approval Letter.

If bids are not submitted within this time frame, the grant approval will expire. Extensions may be granted by the GRDC Executive Director. The extension must be requested in writing prior to the 120-day submittal deadline.

6. **Letter of Commitment:** A Letter of Commitment will be issued after all pre-approval conditions are met and the project is approved by the GRDC. The Letter of Commitment outlines the commitment of grant funds and additional terms and conditions of the matching grant. The letter is a binding contractual commitment between the parties that outlines the scope and quality of work and the amount of funds committed to the project.

7. Completion of the Work: The Grantee is responsible for hiring qualified professionals to carry out the grant-funded work. Most work must be completed by contractors licensed within the State of Oregon. A Grantee must make a good faith effort to hire local contractors. For more information regarding the City definition of 'local', please contact GRDC staff. All construction contracts are between the Grantee and the contractor(s). Grantees are responsible for obtaining necessary regulatory approvals, including City of Gresham building and development permits. All work must comply with city, state, and federal regulations.
  
8. Disbursement of Grant Funds: Once all of the contracted work has been completed, the Grantee will submit copies of receipts showing proof of payment and a Release of Lien from all contractors that completed eligible work. All receipts must be submitted to GRDC staff within 120-days from the commencement of construction.

Grant funds will not be disbursed for work completed before:

- A Letter of Commitment has been provided;
- The work has been reviewed by GRDC staff for compliance with the Letter of Commitment;
- Proof of payment and release of liens have been received;
- Proof that all necessary regulatory approvals, including City of Gresham building permits, have been received, and
- Delinquent property taxes, liens or outstanding City code violations are resolved.

**General Conditions:**

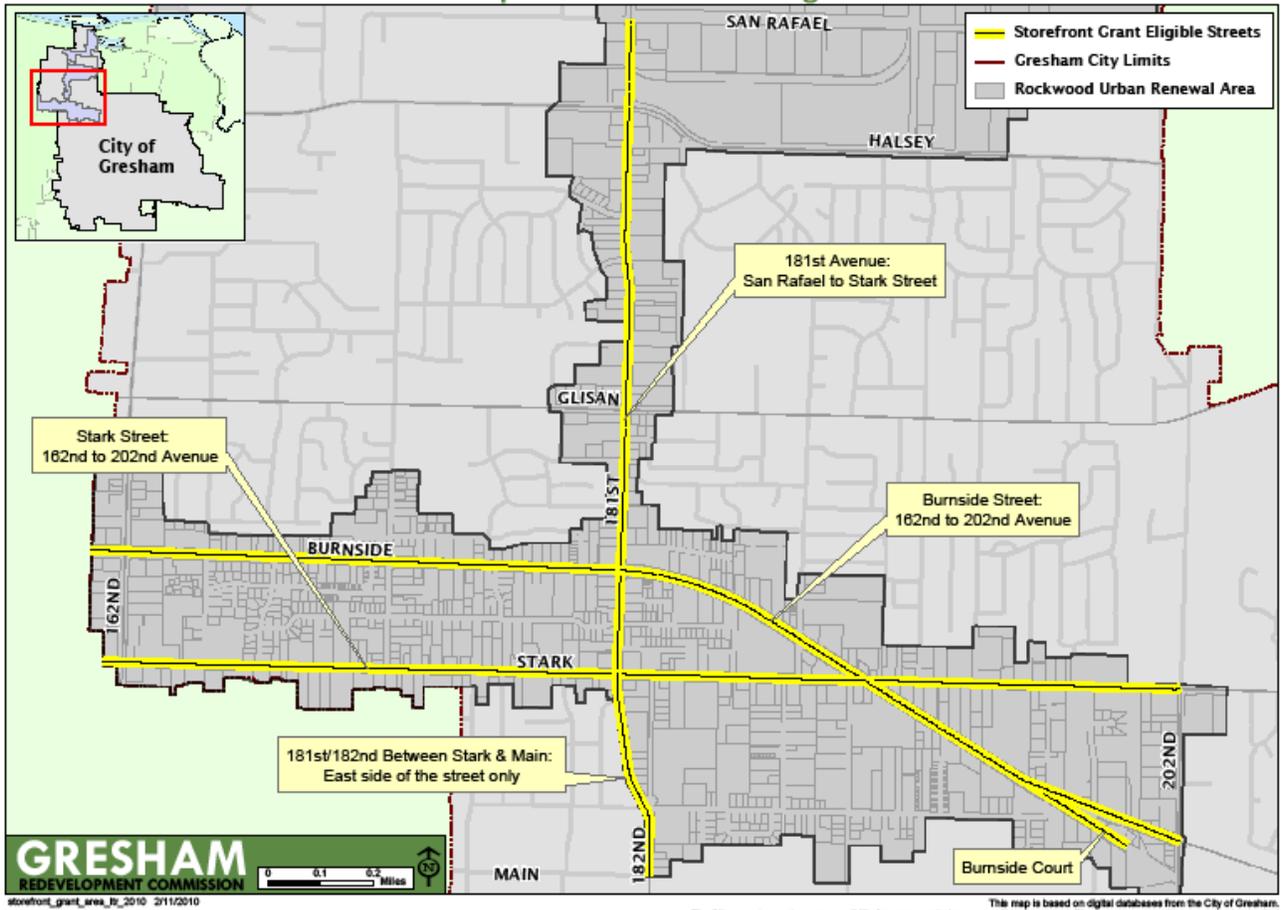
- Improvements funded by the grant will be maintained in good order for a minimum period of five years.
- Upon completion of improvements, the Grantee shall provide a Certificate of Property Insurance evidencing property coverage for improvements in an amount not less than the value of the improvements.
- Eligible buildings qualify for a maximum of \$40,000. The same building is eligible to participate in Storefront Improvement more than once as long as the building does not exceed the maximum grant. The maximum grant will be available again after a five-year period. If a building is sold and the new owner wishes to apply for the grant, the five-year time period still applies. The five-year time period begins at the date the improvements are completed.
- All projects will display signage promoting the GRDC grant assistance for the improvements. The sign will be supplied by the GRDC.
- Grantee agrees to allow the GRDC to publicize the completed project on the City web site and other GRDC materials.
- The GRDC and the GRDC Executive Director reserve the right to consider exceptions to the grant policies and guidelines on a case-by-case basis at their discretion.

For more information, please contact Johntae Ivory, at (503) 618-2216 or by email at [johntae.ivory@greshamoregon.gov](mailto:johntae.ivory@greshamoregon.gov).

Guidelines and application forms are available on our website: [www.greshamoregon.gov/UrbanRenewalGrants](http://www.greshamoregon.gov/UrbanRenewalGrants).

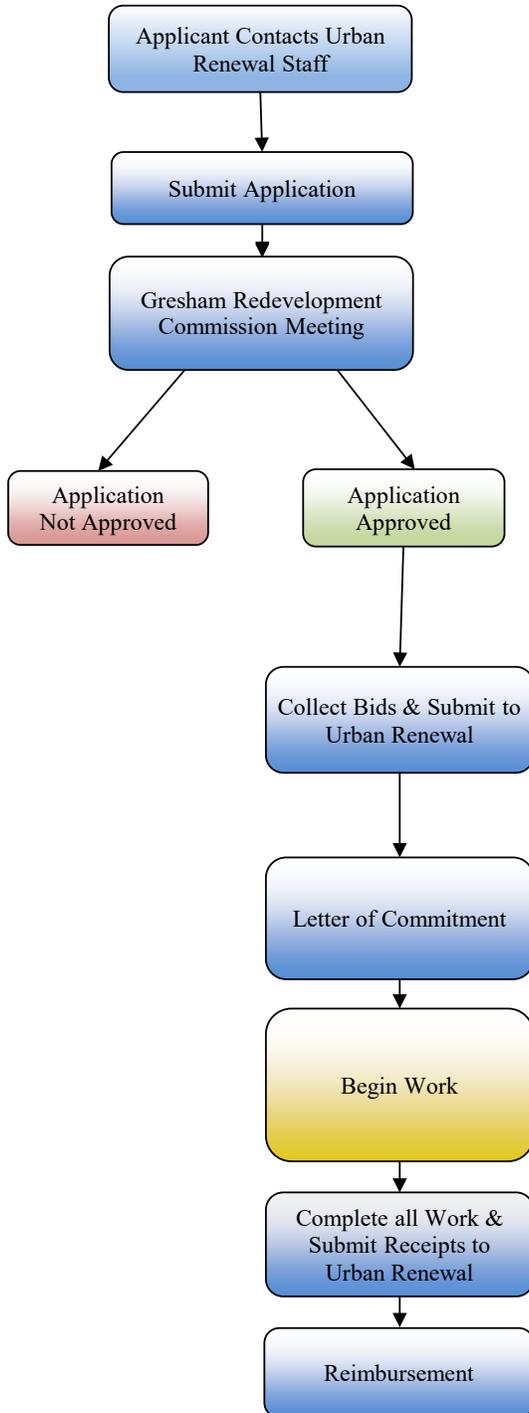
# Attachment A

## Storefront Improvement Grants: Eligible Streets



## ROCKWOOD STOREFRONT GRANT PROCESS STEPS

### SCHEMATIC



### DESCRIPTION

The applicant should contact Urban Renewal staff prior to submitting an application to discuss the grant parameters and what the applicant hopes to accomplish with their grant.

Applicant submits application and scope of work to Urban Renewal staff.

Grant applications are considered for approval by the Gresham Redevelopment Commission (GRDC) at monthly public meetings. Typically, an application will be scheduled for consideration the month following submission. It is recommended that applicants attend the GRDC meeting.

The GRDC will either approve, approve with modifications, or deny the grant request at the public meeting. The applicant is notified in writing of the GRDC's decision.

Within 120-days of the date of the Pre-approval letter, Grantee acquires 3 bids for each element of grant-funded work. Only one bid is required for work up to \$10,000. Grantee is not required to hire lowest bidder, but reimbursement is based on total of lowest bids. Please submit all bids at the same time.

Urban Renewal reviews the bids and prepares Letter of Commitment specifying the work to be completed, maximum grant amount, and the terms and conditions of the grant.

Once the Letter of Commitment has been signed and returned to Urban Renewal, the grant-approved work can begin. Any work completed prior to the Letter of Commitment being signed is not eligible for reimbursement.

After all grant-approved work has been completed, the Grantee submits the payment documentation for all of that work to Urban Renewal.

Urban Renewal reimburses the Grantee for half of the costs of the grant-funded work. The payment shall not exceed the maximum grant award and will be paid out in a single payment.