



IMPROVEMENT GRANT GUIDELINES

Tenant Improvement Program

Updated for FY 2020-21

Need Assistance?
503-526-2497 • Use 7-1-1 for relay
www.BeavertonOregon.gov/ADA

Why Offer these Grants?

Through the Tenant Improvement (TI) Program, the City of Beaverton and the Beaverton Urban Renewal Agency (BURA) support the addition of new eating and drinking establishments such as restaurants, brewpubs, brunch eateries, wine bars, and tap rooms as part of an ongoing effort to revitalize Old Town Beaverton. The program provides matching grants to support the cost of interior construction or design activities that enhance dining rooms or other public areas within these establishments. Food and drink-based business owners and related property owners who are interested in opening a new business or renovating/expanding a current business may apply. When implemented, the TI Program increases restaurant options in Beaverton, encourages residents to dine locally, draws out-of-town visitors to dining establishments, and increases foot traffic in Old Town.

Program Area

To be eligible for the Tenant Improvement Program, a business and/or property must be located within the Tenant Improvement Area outlined at right.

Applicants within the Restaurant Row Focus Area (highlighted area shown at Farmington Road and Watson Ave) will receive priority consideration.

Types of Grants

Two types of grants are offered:

DESIGN SERVICES GRANT:

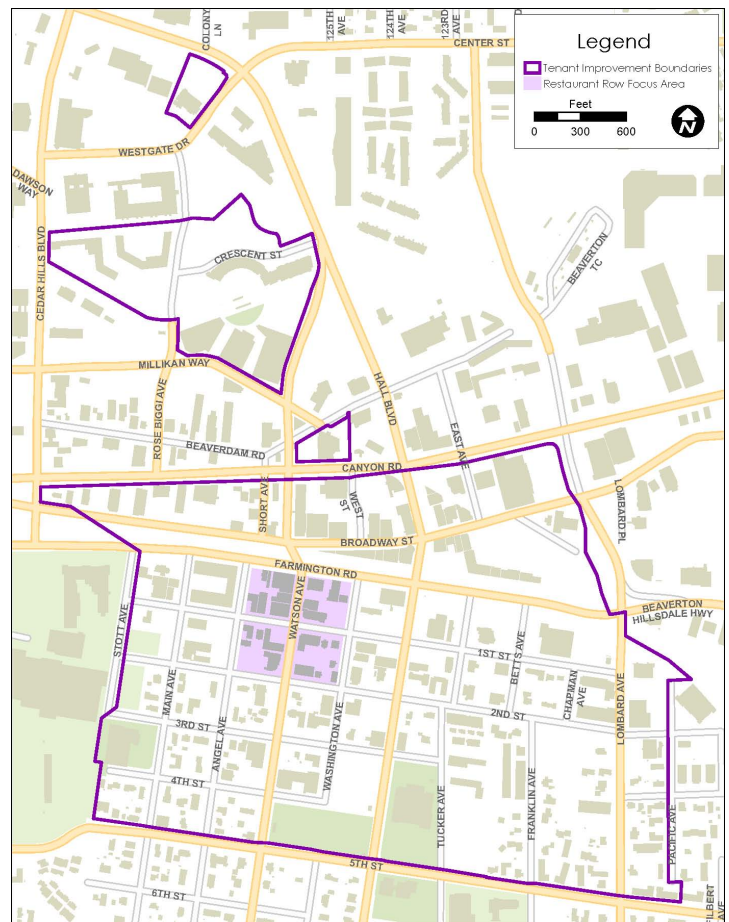
(a separate application)

A Design Services Grant covers 100% of the cost for a city-contracted architect to create concept designs for the dining room and/or other public areas of your restaurant. At the end of the process, you will have design sketches, plans, and three bids to determine the cost of construction.

IMPROVEMENT GRANT:

(this application)

A Tenant Improvement Grant matches funds contributed by the applicant to cover a portion of construction costs associated with improvements to a building's interior.



Eligibility

Businesses are eligible if they meet the following criteria:

1. The business is a food and/or beverage-based business. Examples include restaurants, coffee shops, and wine bars.
2. The business is open to the public. Businesses with age restrictions, such as bars, are eligible. Businesses that only provide services to members are not.
3. The business is located within the Program Area. (see map on page 1)

Exclusions include:

- National chains, defined as franchises/for profit corporations that are not headquartered in the State of Oregon or Clark County Washington; except in the case where the franchisee or brand has a Beaverton-based owner and the brand has no more than one location within the Beaverton city limits at the completion of this grant.

Grant Application Process

1. **Before applying**, contact the Program Manager to confirm your project is eligible:
Katie Keaotamai, Development Project Coordinator
503-526-2365 or kkeaotamai@BeavertonOregon.gov
2. Identify scope of work and obtain bids as needed.
 - a. Prior to funding, three competitive bids for all project elements over \$5,000 will be required. *Only one bid is required at time of application, however.*
3. Complete and return this application to the above contact. Application deadlines are outlined below:

NEW RESTAURANTS DEADLINE
Submit year round

CURRENT RESTAURANTS DEADLINE
Submit prior to the application deadline:

- **Spring 2021 Deadline: March 12, 2021**
- **Fall 2020 Deadline: September 11, 2020**

If your grant application is approved:

4. City staff will contact you to notify you of your award within 3-4 weeks of application.
5. A photographer will coordinate with you to visit your business to take "before" photos
6. Once conditions have been met, both parties will sign a Letter of Commitment. This letter serves as the grant contract.
7. Your team will obtain any necessary permits for your project. (Please contact the Community Development Department with any permit questions: 503-526-2493.)
8. Once all necessary permits have been issued, construction may begin.
9. After the project is completed, submit all receipts along with confirmation of payment provided by the vendor to the city for reimbursement.
 - a. Note that reimbursement can occur in up to three separate payments and does not have to be held until all work is complete. This negotiation will occur as part of the Letter of Commitment.



IMPROVEMENT GRANT APPLICATION

Tenant Improvement Program

Updated for FY 2020-21

For Internal Use Only: Date Received _____

Application

INCLUDE COPIES OF THE FOLLOWING FOR THIS APPLICATION TO BE COMPLETE:

- Application
- Owner Authorization Form on page 8 (if Applicant is not the Property Owner)
- Before photos of the interior of property
- Any design or architectural drawings you may already have such as plans, elevations, or sketches related to this project
- Bid(s) – Note: Applicants only need to have and include one bid when submitting this application. However, note that the Applicant must obtain and provide city staff with a total of three competitive bids for all projects over \$5,000 before funding can take place.
- W-9 Form IRS Form

APPLICANT INFORMATION:

Project Address: _____

Applicant Name: _____ Date: _____

Phone: _____ Email: _____

Applicant Mailing Address: _____

Are you the: Business Owner Property Owner

(If the Applicant is not the owner of the property, the Owner Authorization Form must be submitted with this application.)

PROPERTY INFORMATION:

(If the Applicant is also the Property Owner, please answer this section. If not, you may leave this section blank.)

Building Owner Contact Name: _____

Phone: _____ Email: _____

When Was the Building Originally Built? _____

Has this property received other public funding or grants in the past five years? Yes No

If yes, please describe:

The City is committed to ensuring that downtown Beaverton is an inclusive place for racially diverse communities. The following question is optional and will help us understand who we are hearing from and whether we are reaching people of all backgrounds including Black, Indigenous and people of color. Your responses are optional and will remain confidential.

With what racial or ethnic group does the Applicant most closely identify?

Select all that apply. *

- | | |
|---|---|
| <input type="checkbox"/> African | <input type="checkbox"/> Native American |
| <input type="checkbox"/> African-American | <input type="checkbox"/> Native Hawaiian and Pacific Islander |
| <input type="checkbox"/> Asian and Asian American | <input type="checkbox"/> Slavic |
| <input type="checkbox"/> Latino/a/x | <input type="checkbox"/> White |
| <input type="checkbox"/> Middle Eastern and North African | <input type="checkbox"/> None of the above—please fill in: |
-

BUSINESS INFORMATION:

Is your business currently operating in the building, or is it new to this location?

- Existing business in this location New business opening in this location

Name of Business: _____

Business Address: _____

Business Contact Name: _____ Title: _____

Phone: _____ Email: _____

Website: _____

Social Media:

Facebook: _____

Twitter: _____

Instagram: _____

Other: _____

Age of Business: _____ How many other locations does this business have? _____

Tax ID/EIN Number: _____ Beaverton Business License Number: _____

What are your store hours: M _____ T _____ W _____ Th _____ F _____ Sat _____ Sun _____

How is your business organized (corporation, sole proprietorship, LLC, etc.): _____

In which state are incorporation and/or organization documents filed? OR Other: _____

Is this business certified as COBID (Certification Office for Business Inclusion and Diversity):

- Minority Business Enterprise (MBE)
- Women Business Enterprise (WBE)
- Emerging Small Business (ESB)
- Service-Disabled Veteran Business (SDV)
- Disadvantaged Business Enterprise (DBE)
- None

*(Note: Oregon certified MBE/WBE/ESB businesses will receive **additional evaluation points**. For more information about certification visit: <http://www.oregon4biz.com/How-We-Can-Help/COBID/>)*

Is this business a part of a national chain (see definition on page 2)? Yes No

Is this business a for-profit corporation with locations outside of Beaverton? Yes No

Is this business church-owned, fraternal, or housed in a government building? Yes No

Is this business in a building that is primarily for residential use? Yes No

Does this business exclude minors? Yes No

Number of employees at this time: _____ Number expected in two years: _____

Leasable square feet at this time: _____ Square feet expected in two years: _____

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With what racial or ethnic group does the Business Owner most closely identify?

Select all that apply. *

- African
- African-American
- Asian and Asian American
- Latino/a/x
- Middle Eastern and North African
- Native American
- Native Hawaiian and Pacific Islander
- Slavic
- White
- None of the above—please fill in:

In one sentence, describe the services or products offered by this business:

How do customers reach you: Transit Bike Car Walk

Who are your target customers?

How do you differentiate yourself from your competition?

What is the biggest challenge your business will face in the coming year?

Please describe relevant food/beverage service experience of key business players (Business Owner, head Chef, Restaurant Manager, etc.):

PROJECT INFORMATION:

This is a competitive grant program with limited funding. Unfortunately, not all applications will be selected to receive grant funds. Your answers to the questions below will inform the Application Review Committee's decision when reviewing your application.

Describe the improvements you propose to make if awarded grant funds:

How would completing these improvements benefit your business and/or building?

How will the improvement of your building benefit Old Town Beaverton?

CERTIFICATION BY APPLICANT

I, _____ certify that I am authorized to sign this application on behalf of the Applicant. I understand that the City of Beaverton (City) must approve the proposed interior tenant improvements. Certain changes or modifications may be required by the City prior to final approval.

I understand that the commitment of funds will not be processed before the City has received the necessary bids for the approved work. Any work started before a Letter of Commitment is executed is not eligible for reimbursement. Furthermore, any work that is more than the approved scope of work must be *pre-approved* by the City in order for the work to be eligible for reimbursement.

If Applicant is not the Owner of the property (Owner), or if the Applicant is not the sole Owner, Applicant agrees that Applicant must cause the Owner to fill out and sign the Owner Authorization Form (page 9) and attach the signed Form to the application. Once the City has received a completed application, Applicant agrees to assist the City in verifying any of the information contained in the application from any available source.

By signing below, 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 Tenant Improvement Program: Improvement Grant and that the information is true and complete to the best of Applicant's knowledge.

Applicant Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

PLEASE RETURN THIS APPLICATION AND SUPPLEMENTAL DOCUMENTS TO:

Katie Keaotamai, Development Project Coordinator
Community Development Department
City of Beaverton
PO Box 4755
Beaverton, OR 97076

503-526-2365
kkeaotamai@BeavertonOregon.gov

NEW RESTAURANTS:
Submit Application at Any Time

CURRENT RESTAURANTS:
Spring 2021 Deadline: Friday, March 12, 2021
Fall 2020 Deadline: Friday, September 11, 2020

Tenant Improvement Program Owner Authorization Form

(Only required if Applicant is not the Property Owner.)

PROPERTY INFORMATION:

Property Owner Name: _____

Phone: _____ Email: _____

When Was the Building Originally Built? _____

The City is committed to ensuring that downtown Beaverton is an inclusive place for racially diverse communities. The following question is optional and will help us understand who we are hearing from and whether we are reaching people of all backgrounds including Black, Indigenous and people of color. Your responses are optional and will remain confidential.

With what racial or ethnic group does the Property Owner most closely identify?

Select all that apply. *

- | | |
|---|--|
| <input type="checkbox"/> African | <input type="checkbox"/> Native American |
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| <input type="checkbox"/> Asian and Asian American | <input type="checkbox"/> Slavic |
| <input type="checkbox"/> Latino/a/x | <input type="checkbox"/> White |
| <input type="checkbox"/> Middle Eastern and North African | <input type="checkbox"/> None of the above—please fill in: _____ |

Has this property received other public funding or grants in the past five years? Yes No

If yes, please describe:

AUTHORIZATION, CERTIFICATION, AND CONSENT OF OWNER:

I, _____, certify I am the Property Owner (Owner) of the building located at _____ in Beaverton, Oregon (Building). I authorize _____, the business housed in my Building (Business), to accept grant funds from the City's Tenant Improvement Program (Grant Funds) to alter the look of the Building through interior rehabilitation work.

I certify that I have not received or obtained the benefit of Grant Funds for the Building within the last five years. (If I have received or obtained the benefit of Grant Funds before this application, then the amount was \$_____ and the year was _____.)

By signing below, Owner certifies that all information provided in this section is true to the best of Owner's knowledge.

Printed Name of Owner

Signature of Owner

Date