



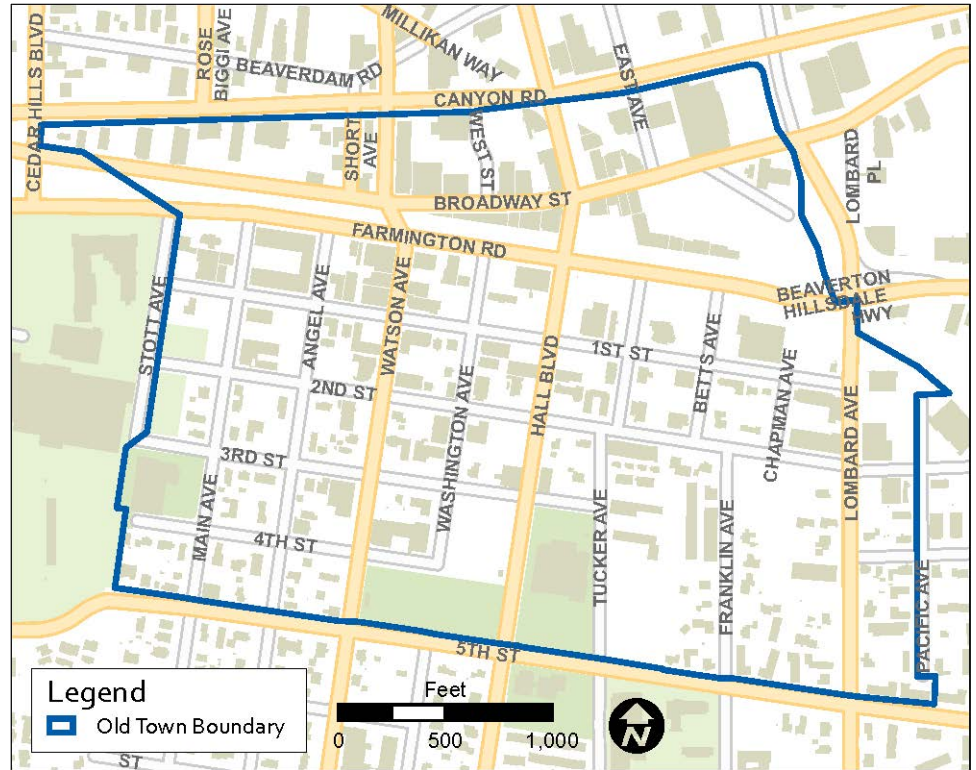
IMPROVEMENT GRANT APPLICATION

Storefront Improvement Program

FY 2019-20

Purpose

Storefront appearance is a critical aspect of the overall aesthetic appeal and unique character of a commercial district. Because it creates a first impression, it is also key to individual business success. The purpose of the City of Beaverton's Storefront Improvement Program is to encourage businesses and property owners within eligible program areas to improve their storefronts, making these areas more attractive to shoppers and increasing the economic vitality and attractiveness to new investment.



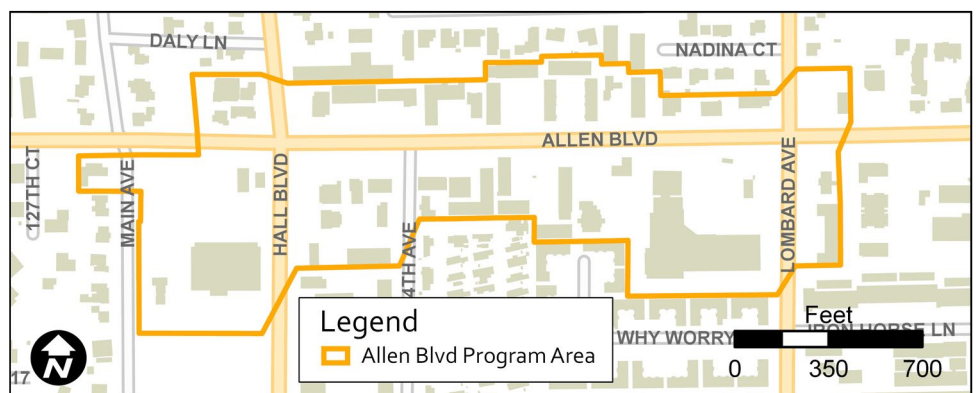
Program Areas

To be eligible for the Storefront Improvement Program, the property must be located within either the Old Town or Allen Blvd Program Area.

Types of Grants

Two types of grants are being offered:

- **DESIGN SERVICES GRANT (a separate application)**
Grant covers 100% of the cost for a city-contracted architect to help with concept designs of the exterior of the building, resulting in sketches and plans needed to obtain bids. The final product will include (3) bids.
- **IMPROVEMENT GRANT (this application)**
Grant covers a portion of constructing the improvements to the exterior of a building.



Eligibility

Buildings/businesses are eligible if they meet the following criteria:

- 50% or more of the building is used for commercial use.
- The business faces a street.
- 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 eligible.
- The business is located within one of the Program Areas (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 completion of this grant.

Grant Application Process

1. Contact the Program Manager to confirm your project is eligible:

Megan Braunsten, Development Project Coordinator
503-526-2419 or mbraunsten@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.

NEW RESTAURANTS
Submit year round

DEADLINE FOR ALL OTHERS

Submit prior to the application deadline:

- **Fall Deadline: September 13, 2019**
- **Spring Deadline: March 13, 2020**

Once approved:

4. A Letter of Commitment will be issued for both parties to sign. This is the grant contract.

5. Submit applications for all needed city permits.

- a. Please contact the Community Development Department with any permit questions: 503-526-2493.

6. Construction can begin once all permits have been approved.

7. Once the work is complete, submit all paid receipts to the city for reimbursement.

- a. Please note: Reimbursement can be scheduled in phases, versus all at the end of a project. This negotiation will occur as part of the Letter of Commitment.



Need Assistance?

503-526-2497 • Use 7-1-1 for relay

www.BeavertonOregon.gov/ADA

For Internal Use Only: Date Received _____

Application

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

- **Application**
- **Owner Authorization Form on page 7 (if Applicant is not the property owner)**
- **Before photos of the exterior of property**
- **Any architectural drawings such as plans, elevations or sketches related to this project**
- **Bid(s)** – Please note: for all projects over \$5,000, three bids will be required prior to the Letter of Commitment being issued and work beginning. At time of application, however, only one bid is required.
- **Applicant's W-9**

APPLICANT INFORMATION:

Project Address: _____

Applicant Name: _____

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 on page 6 must be filled out and submitted with this application.)

Please describe relevant experience of key business players (business/property owner, manager, head chef, partners etc.):

Which Program Area is this business/building inside of? Old Town Allen Blvd

PROPERTY INFORMATION:

(If Applicant is the property owner, please answer this section. Otherwise leave blank as questions are repeated on the Owner Authorization Form.)

Building Owner Contact Name: _____

Phone: _____ Email: _____

Property Tax Account Number: _____ Year Building 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 all programs represent Beaverton's diverse population. Thank you for answering this question to help ensure we are successful.

What is the Property Owner's Racial/Ethic Background?

African

African-American

Asian or Asian American

Latinx/Hispanic

Middle Eastern or North African

Native American

Native Hawaiian or Pacific
Islander

Salvic

White

Fill in:

BUSINESS INFORMATION:

Existing Business in This Location New Business 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? Oregon Other: _____

Is this business certified as a:

- Minority Business Enterprise (MBE) *(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/OMWESB/>)*
- Women Business Enterprise (WBE)
- Emerging Small Business (ESB)
- None

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: _____

In one sentence, what does your business do?

How do customers reach you: Transit Bike Car Walk

Who are your target customers?

How do you differentiate yourself from your competition?

The City is committed to ensuring all programs represent Beaverton's diverse population. Thank you for answering this question to help ensure we are successful.

What is the Business Owner's Racial/Ethic Background?

African

African-American

Asian or Asian American

Latinx/Hispanic

Middle Eastern or North African

Native American

Native Hawaiian or Pacific
Islander

Salvic

White

Fill in:

What is the biggest challenge facing your company over the coming year?

PROJECT INFORMATION:

This is a competitive grant program with limited funding; therefore, not all projects will be funded. Your answers to the questions below will inform us why you believe your application should be chosen over other applicants.

Describe proposed improvements and work to be completed:

How will these proposed improvements benefit your business/building:

How will these proposed improvements benefit downtown Beaverton:

STATEMENT OF UNDERSTANDING & CERTIFICATION BY APPLICANT

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

Commitment of funds will not be processed before the City of Beaverton has received the necessary bids for the approved work. Any work started before a Letter of Commitment is executed will not be 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.

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 Improvement Program: Improvement Grant and is true and complete to the best of the Applicant's knowledge. As required, the Applicant agrees to assist the City of Beaverton in verifying any of the information contained in this application from any available source.

If the Applicant is not the owner of the property, or if the Applicant is not the sole owner of the property, the Owner Authorization Form (page 8) must be filled out and attached. The Applicant is aware that a copy of the W-9 for the business that is applying for the Storefront Improvement Program grant must be attached to this application for it to be complete.

Applicant Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

PLEASE RETURN THIS APPLICATION AND SUPPLEMENTAL DOCUMENTS TO:

Megan Braunsten, Development Project Coordinator
Community Development Department
City of Beaverton
PO Box 4755
Beaverton, OR 97076

503-526-2419
mbraunsten@BeavertonOregon.gov

NEW RESTAURANTS:
Submit Application at Any Time

ALL OTHER BUSINESSES:
Fall 2019 Deadline: Friday, September 14, 2019
Spring 2020 Deadline: Friday, March 13, 2020

Storefront Improvement Program Owner Authorization Form

(Only required if the Applicant is not the property owner.)

PROPERTY INFORMATION:

Building Owner Contact Name: _____

Phone: _____ Email: _____

Property Tax Account Number: _____ Year Building Built: _____

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

If yes, please describe:

I, _____, am the owner of the building that is located at _____ in Beaverton, OR. I hereby give authorization for _____, the business that is housed in my building to use the City of Beaverton's Storefront Improvement Program: Improvement Grant to alter the look of my building through exterior rehabilitation work.

I also certify that this building has not received the City of Beaverton Storefront Improvement Program grant funds within the last five (5) years. If it has, then the amount of the grant was \$_____ and was received in the year _____.

Printed Name of Owner

Signature of Owner

Date