



Storefront Improvement Program: Guidelines and Requirements

The Storefront Improvement Program assists commercial property and business owners in rehabilitating their storefronts, to revitalize neighborhood commercial areas, eliminate blight and enhance the livability of surrounding neighborhoods.

APPLICATION

You must submit a written application. PDC staff will then work with you to help you meet program conditions that are required for a commitment of funds.

ELIGIBILITY

Eligible work: Rehabilitation of building facades visible to the street, including storefronts; cornices; gutters and downspouts; signs and graphics; exterior lighting; canopies and awnings; painting and masonry cleaning; and limited security and accessibility improvements. Permit and design review fees can be reimbursed through the program.

The following repairs are allowed as long as they are part of work which directly affects the façade: landscaping; fences; seal coating and re-stripping of parking lots; bike racks; and interior window display lighting.

Ineligible work: Roofs; structural foundations; billboards; security systems; non-permanent fixtures; interior window coverings; vinyl awnings; personal property and equipment; security bars; razor/barbed wire fencing; sidewalks and paving.

Eligible participants include both commercial property owners and business lessees with written authorization of the property owner.

Ineligible participants:

- National franchises/for profit corporations with multiple locations outside of Portland, unless the corporation is headquartered in Portland;
- Buildings in excess of 80,000 square feet; except those in the three downtown URAs;
- Government offices and agencies (non-governmental tenants are eligible);
- Businesses that exclude minors; except those in the three downtown URAs;
- Properties primarily in residential use;
- New construction, less than 5 years old

LETTER OF CONDITIONS

Accepted applicants receive a Letter of Conditions which must be met prior to commitment of grant funds.

DESIGN

PDC has several pre-qualified architects on retainer to provide up to 30 hours of free design assistance per project for rehabilitation of exterior building facades and storefronts. The architect will help you put together a final concept and the requirements for design review approval from the city (which applies in most areas in the central city), should it be necessary.

If you choose to use your own architect, and include the PDC Storefront Coordinator in the design process, you may be partially reimbursed, up to a maximum of \$1,850. This amount is paid in addition to the grant funds awarded in the Commitment Letter as a reimbursable project expense. Reimbursement for outside design assistance will only take place if the improvements occur under the Storefront Program.

APPROVALS

PDC has the sole authority to determine eligibility of proposed work and confirmation of completed work. Certain work may be required or precluded as a condition of funding. Participants will be responsible for obtaining necessary regulatory

approvals, including those of the City Design and Landmark Commissions where applicable, the State Historic Preservation Office, the City of Portland building permits and any other necessary permits. All work must comply with city, state and federal regulations.

BIDDING

PDC requires that you get 1 bid for each type of work you are doing. We will commit to paying up to 75 percent of the total bid(s) up to \$20,000.

If the applicant is a licensed contractor, an additional bid must be submitted to validate the applicants bid. Contractor fees and overhead for applicant owners will not be reimbursed. All contractors must be licensed by the State of Oregon. All construction contracts will be between the applicant and contractor.

MWESB

Applicants are encouraged to hire minority, women-owned, emerging small business (MWESB) certified contractors. If you need assistance locating an MWESB certified contractor please visit <http://egov.oregon.gov/DCBS/OMWESB/>.

COMMITMENT OF FUNDS

As part of the City of Portland economic stimulus package a 75/25 matching storefront grant is currently available in select areas for a limited time. The grant available for each building is up to 75 percent of the cost of eligible improvements, up to \$20,000. Matching grants are paid upon completion of pre-approved, applicant-paid work. Under no circumstance will grant funds be disbursed for work completed before a Commitment Letter is provided. Funds are limited; grants are awarded on a first come, first served basis.

PDC will review and approve proposed work and insure all other conditions are met prior to issuing a Commitment Letter and allocating funds to the project. The Commitment Letter will outline additional terms and conditions of the matching grant, and will serve as the legal commitment of both parties as to the scope and quality of work and the amount of funds committed.

GENERAL CONDITIONS

The following general conditions will apply to all projects:

- Improvements funded by the grant will be maintained in good order for a period of at least five years; graffiti and vandalism will be dutifully repaired during this time period.
- Property taxes must be current, and participants may have no debts in arrears to the City when the Commitment Letter is issued.
- For grants over \$5,000, upon completion of improvements, the Applicant 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 \$20,000. You may apply more than once as long as the building doesn't exceed the maximum grant. The maximum grant will be available again after a five-year time frame. If a building is sold and the new owner wishes to apply for the grant, the five-year time frame still applies. The five-year time frame begins at the date the improvements are completed.
- Compliance with the City of Portland Business License is required.
- The Applicant must complete, sign and submit a W-9 in order for disbursement of funds.
- All projects will display signage indicating PDC's involvement in the improvement work.
- Building must be at least five years old.

REIMBURSEMENT OF FUNDS

Prior to reimbursement of funds, all completed work will be reviewed by PDC staff as to compliance with the Letter of Commitment. In the case of projects that are larger than the required match, the final \$5,000 disbursement of funds will be held until the exterior of the building is "picture ready" and consider complete by the Storefront Coordinator.

The PDC Loan Committee may make minor exceptions to the program guidelines. Application forms and maps that will help you determine if your building is in an eligible area are also available at www.pdc.us/storefront.

For more information, please call Dana DeKlyen at (503) 823-3312, Pam Johnson at (503) 823-3334 or Sherry Lenard at (503)823-3582.