

CITY OF AUBURN DOWNTOWN FAÇADE IMPROVEMENT GRANT PROGRAM

PROGRAM GUIDELINES

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Please submit applications to:

In Person

Permit Center

Auburn City Hall Annex

1 East Main Street (2nd Floor)

Email

planning@auburnwa.gov

Questions

For assistance, please call Senior Planner, Dustin Lawrence at 253-931-3092 or email planning@auburnwa.gov

The City of Auburn business practices comply with State and Federal equal employment opportunity and non-discrimination laws, guidelines, and regulations. All departments of the City of Auburn adhere to the above. Contractors, subcontractors, and suppliers conducting business with the City of Auburn shall affirm and subscribe to the Fair Practices and non-discrimination policies.

ABOUT THE PROGRAM

The City of Auburn has historic and unique buildings, as well as many wonderful family-owned and compelling businesses. The Downtown Façade Improvement Grant Program seeks to preserve and enhance the charm of our Downtown commercial area through strategic physical improvements to buildings.

The City is awarding façade improvement grants to facilitate exterior building (façade) improvements for businesses within the designated Business Improvement Area (BIA) during 2015 and 2016. These property upgrades will improve the area's overall visual appearance and as a result, attract business, visitors and residents. The primary goal of the grants will be to improve the appearance and "feel" of the City's commercial, pedestrian-oriented core.

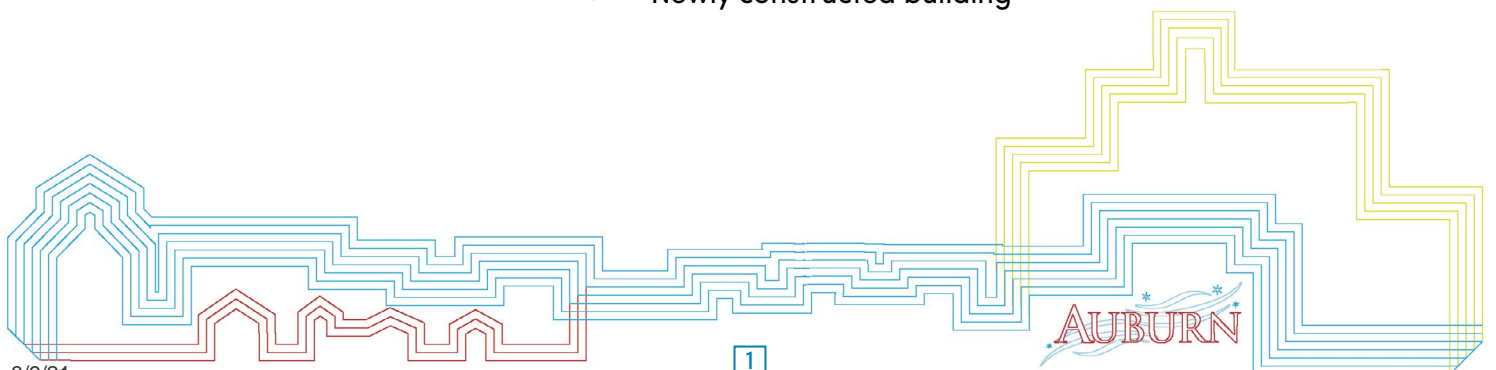
ELIGIBILITY REQUIREMENTS

MUST BE A:

- Commercial property owners or Business lessee with written authorization of the property owner
- Project must meet code requirements, follow all local and state laws, and follow all current design standards
- Site must be within the Business Improvement Area (BIA) and dues must be current (see attached map)
- No restrictions to site and no current code violations

CANNOT BE A:

- Business with more than 25 full time employees;
- Building that is primarily residential;
- Building in excess of 25,000 square feet of ground floor area
- Government office and agency (non-governmental tenants are eligible)
- Newly constructed building



PROJECT CATEGORY (BY COST AND SCOPE)

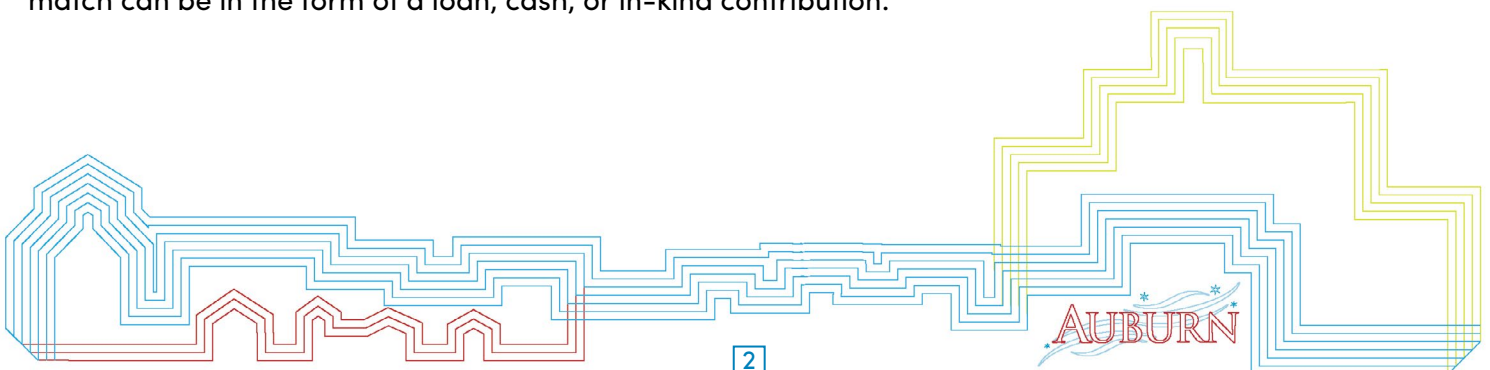
The focus on the improvements will vary based on the category of the improvement.

- **Category I** - Improvements that can be done for \$5,000 or less. Most of these projects should not require stamped construction documents provided by an independent architect or engineer. These projects focus on immediate, eye-catching changes, such as:
 - Painting
 - Decorative lighting
 - Signage (wall mounted signs do require an engineer's stamp)
 - Awnings (awnings do require an engineer's stamp)
 - Permanent, affixed building decorative elements
 - Enhancements or changes to trim materials of the building
 - Other uses may be suggested
- **Category II** - Improvements that are above \$5,000 and are likely to require professional design services (architectural or engineering), and will require graduated matching contributions (cash, loan, and in-kind contributions) from the property and/or business owner(s). These improvements are not to exceed a total budget of \$50,000. Improvements in this category could include anything in Category I, as well as the following:
 - Window, door, or storefront upgrades
 - Masonry work
 - Façade material upgrade or change (could include framing)
 - Significant Lighting upgrades
 - Significant carpentry/molding/trim improvements
 - Other uses may be suggested
- **Category III** - Improvements will be above \$50,000. These projects will require professional design services and extensive restoration and/or reconstruction. In addition to a more involved design process, the projects in this category may also require technical assistance addressing tenancing and interior improvement strategies.
 - Facade Restoration
 - Significant structural or electrical work (needed to execute a façade design)
 - Significant historic restoration
 - Complete façade re-design/re-construction

HOW DOES MATCHING WORK?

Category I – Projects at or under \$5,000 (inclusive of design, material, and labor) do not require any matching funds or in-kind contributions.

Category II & III – Graduated matching: These projects will work under a graduated scale; as the budget increases, the matching contribution responsibility gently shifts toward the business or property owner. The match can be in the form of a loan, cash, or in-kind contribution.



a. \$1 – \$5,000 – no matching contribution required

b. \$5,001–\$15,000 Total Budget

First \$5,000 requires No Match

Tier 1 Match Add'l \$1–\$10,000 (\$5,001–\$15,000 TB) = 30% (Applicant) / 70% (City) Match

c. \$15,001–\$25,000 Total Budget

First \$5,000 requires No Match

Tier 1 Match Add'l \$1–\$10,000 = 30% (Applicant) / 70% (City) Match

Tier 2 Match Add'l \$1–\$10,000 (\$15,0001 – 25,000 TB) = 40% (Applicant) / 60% (City) Match

d. \$25,001–\$50,000 Total Budget

First \$5,000 requires No Match

Tier 1 Match Add'l \$1–\$10,000 = 30% (Applicant) / 70% (City) Match

Tier 2 Match Add'l \$1–\$10,000 = 40% (Applicant) / 60% (City) Match

Tier 3 Match Add'l \$1 – \$25,000 (\$25,001 – \$50,000 TB) = 50% (Applicant) / 50% (City) Match

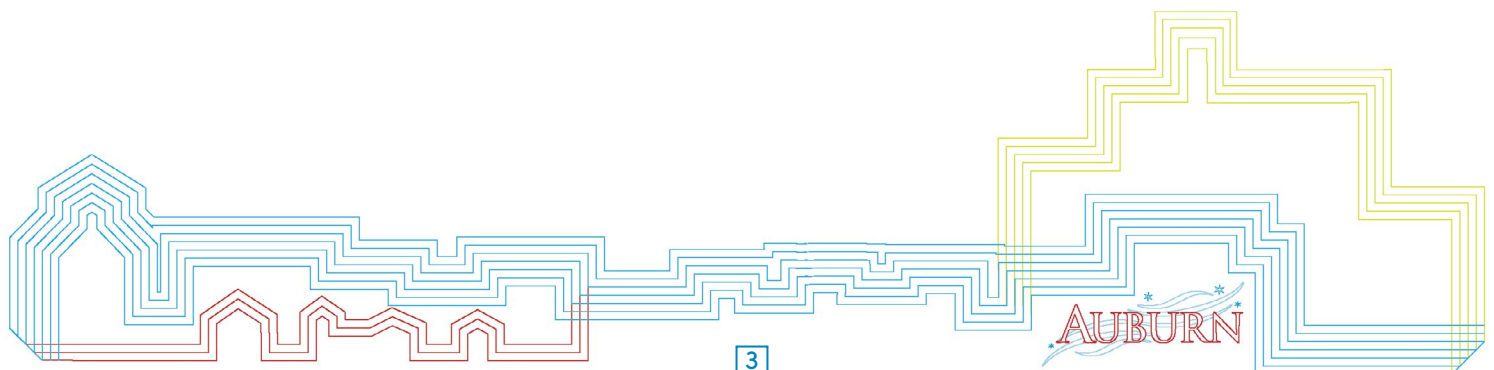
PROJECT BUDGET				
	\$1 – \$5,000	\$5,001 – \$15,000	\$15,001 – \$25,000	\$25,001 – \$50,000
0%/100%	No Match	No Match	No Match	No Match
30%/70%	N/A	Maximum \$3,000	Maximum \$3,000	Maximum \$3,000
40%/60%	N/A	N/A	Maximum \$4,000	Maximum \$4,000
50%/50%	N/A	N/A	N/A	Maximum \$12,500
TOTAL	No Match	Up to \$3,000	Up to \$7,000	Up to \$19,500

EXAMPLES

The following shows examples of financial responsibility based on overall project budget.

TOTAL PROJECT COST \$20,000				
	\$1 – \$5,000	\$5,001 – \$15,000	\$15,001 – \$20,000	TOTAL
CITY	\$5,000	\$7,000	\$3,000	\$15,000
APPLICANT	\$0	\$3,000	\$2,000	\$5,000

TOTAL PROJECT COST \$50,000					
	\$1 – \$5,000	\$5,001 – \$15,000	\$15,001 – \$25,000	\$25,001 – \$50,000	TOTAL
CITY	\$5,000	\$7,000	\$6,000	\$12,500	\$30,500
APPLICANT	\$0	\$3,000	\$4,000	\$12,500	\$19,500



Category III – The matching contribution for these projects, given the immense scale of the projected scope and financial outlay, will be determined on a case-by-case basis.

HOW DO I MATCH FUNDS?

The matching contribution can be either loan, cash, or in-kind contribution.

- Evidence of the loan must be provided to complete the application.
- Cash must be paid either up front or on a pre-established schedule concurrent with construction and agreed upon by the City and contractor. These monies must be paid in advance of City funding, unless the City agrees to pay for materials in advance of construction.
- In-kind contributions, such as labor or materials contributed by the business owner, property owner, or an agent of either party may be proposed and are subject to review. These contributions should correspond to an item on the quote/budget submitted to the City and must not require professional-level skill or expertise (some demolition, power-washing, etc. may be considered). Under no circumstances will a property or business owner be paid directly for labor costs.

MAXIMUM AMOUNT OF CITY GRANT

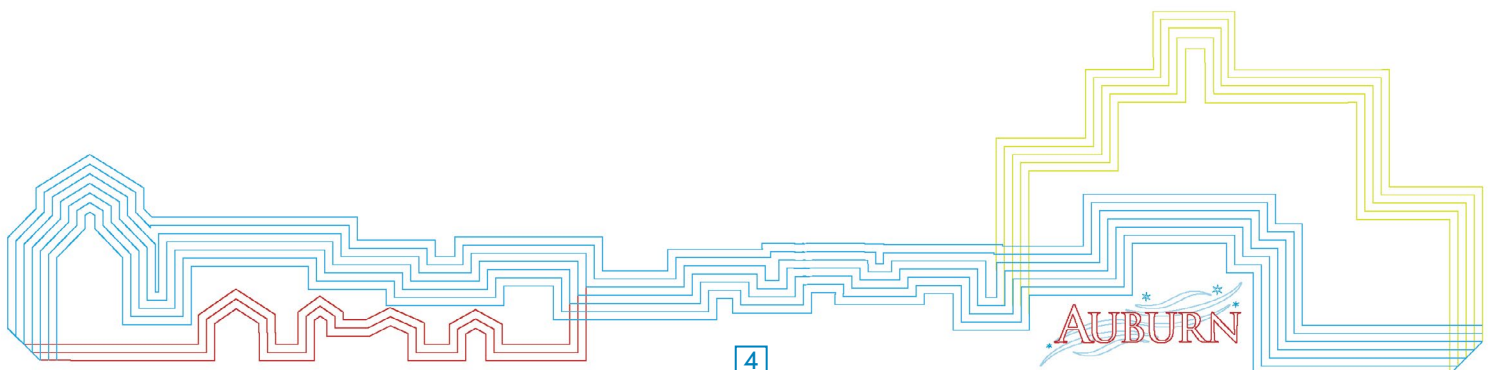
Category I – \$5,000

Category II – \$30,500

Category III – Determined on a case-by-case basis

APPLICATION PROCESS

1. Contact Planning or Economic Development expressing interest in program
2. Schedule informational visit with Assistance Team
3. Download forms from <http://www.auburnwa.gov/downtown> or pick up form from City Permit Center (1 E. Main Street)
4. Schedule preliminary assessment with City of Auburn Department of Community Development and Public Works (Contact: Dustin Lawrence)
5. Based on Assessment, Either:
 - f. Develop Cost Estimate
 - g. Procure Architect with own resources
 - h. Apply to ADA for Design Services
 - i. Apply to City of Auburn for Design Services
6. Work with design professional(s) and technical assistance to prepare application materials
7. Submit application to City Of Auburn Department Of Community Development And Public Works (Contact: Dustin Lawrence)
8. After determining completeness, application will be reviewed by committee
9. Final approval will be given by Mayor and a letter will be sent to applicant



CONSTRUCTION PROCESS

1. Owners and Contractors must sign contracts with the City; at the time of contract execution, all files will be reviewed for compliance with legal, licensing, and liability concerns
2. Notice to proceed will be issued
3. Contractor and/or business owner must apply for permits
4. If agreed upon, materials may be purchased prior to construction
5. Construction will begin after permits are issued
6. Final inspection by Planning, Economic Development and/or Building Divisions
7. Final payment will be issued after satisfactory completion of project

DEALING WITH CONTRACTORS AND DISBURSEMENT OF FUNDS

The façade improvement funds will substantially be paid by the City through purchase orders with pre-approved designers and contractors. The payment terms will be established before work commences and agreed to in a contract. All invoices and payments must include Washington State sales tax. Payment to the contractor will occur after successful completion and inspection of work.

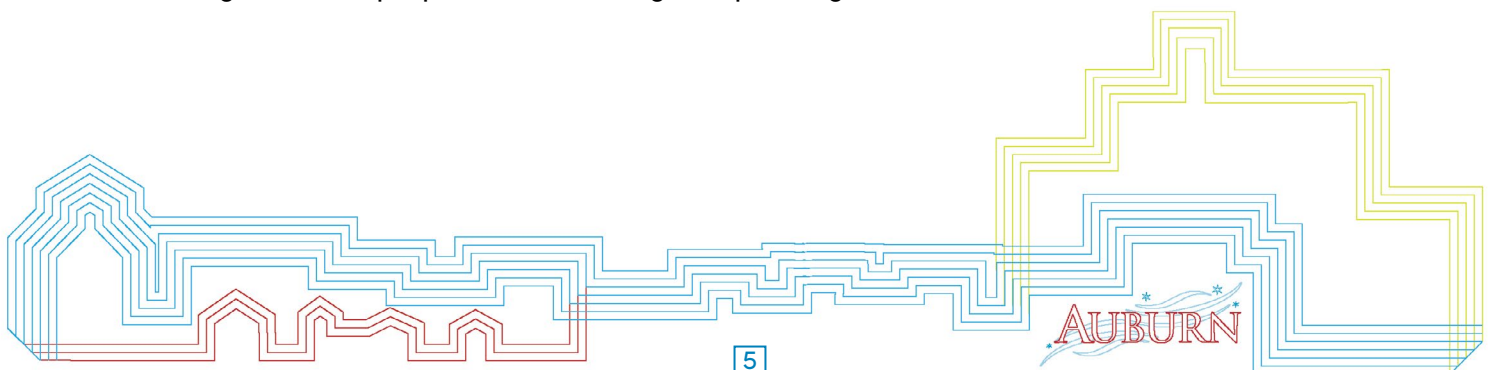
If the business or property owner decides to use an unapproved architect or contractor, the architect or contractor must apply to be a part of the roster and satisfy all conditions associated with application. After their approval, the architect and/or contractor will be engaged and paid like previously approved roster applicants.

If the business or property owner is responsible for matching funds, they must pay their portion of the matching contribution to the contractor up front and provide an invoice showing payment to a pre-approved consultant prior to any disbursement of City funds.

TYPES OF IMPROVEMENTS

ELIGIBLE WORK:

- Brick And Stone Masonry – Structural repairs, cleaning, repointing, and resurfacing
- Architectural Metals – Repair, cleaning, refinishing, painting, duplication, and restoration of exterior building components, e.g., cast iron, pressed tin
- Doors And Upper Windows – Maintenance, repairs, replacement, and restoration of window sashes, exterior doors, and installation of storm windows in conjunction with other significant façade improvements
- Exterior Carpentry – Maintenance, repair, rehabilitation and restoration of sills, window and door frames, bulkheads, storefront and roof cornices, window hoods, and decorative molding
- Storefronts – Removal of inappropriate coverings and additions, maintenance, repair, rehabilitation, restoration of display and transom windows, and lighting
- Signage – Maintenance, repair, removal, and/or replacement; lighting
- Painting – Surface preparation, cleaning and painting



- Awnings – Maintenance, installation, repair, or replacement of fabric awnings. Awnings to be replaced must show considerable wear as determined by the City Building Official.
- Lighting – Installation, retrofitting, replacement
- Handicapped Access Projects – Ramps, thresholds, entrances (only in conjunction with other design improvements)
- Removal Of Features – Removal of “modernization” efforts and/or inappropriate non-historic alterations/additions
- Murals Or Other Permanent, Affixed Art Work – based on review and approval

INELIGIBLE WORK:

- New building construction
- Additions to existing structures
- Billboards
- Any interior work or decoration
- Internally-lit signs
- Non-fabric awnings
- Non-permanent fixtures (i.e. freestanding planters, stands, holders)
- On-site or off-site paving
- Sidewalk repair/restoration/replacement
- Payment for the applicant’s own labor and performance for improvements
- Purchase of furnishings, equipment, or other personal property
- Repair or creation of features not compatible with the original architecture or that are artificial in appearance
- Roof repairs/replacements.
- Structural foundations

TERMS OF GRANT

Property must be regularly upkeep and maintained to maintain the value of the improvements, The City is not liable for costs in excess of the quote submitted at the time of application; construction or design fee overruns will be paid by property or business owner

