



Monmouth Urban Renewal Agency Urban Renewal District General Grant Assistance Program



Program Guidelines and Overview

Purpose:

The Urban Renewal Agency has developed a General Grant Assistance Program to carry out the goals and objectives outlined in the Urban Renewal District Plan. Financial and technical assistance are available for projects within the Urban Renewal District that meet the following goals of the Urban Renewal District Plan:

1. Promote the development of a unified and cohesive Downtown Main Street Sub Area.
2. Promote the redevelopment and new development of properties located adjacent to Highway 99, the Commercial Highway Sub Area.
3. Promote the development of underutilized or vacant Industrial properties within the Urban Renewal District.
4. Promote and manage the development and redevelopment of properties adjacent to Highway 51 from Highway 99 east to the 'S' Curves at the eastern City Limits.
5. Increase business activity and employment opportunities in the Downtown Main Street Sub Area, Commercial Highway Sub Area, Industrial Sub Area, and all other commercially designated areas within the Urban Renewal District.

Grant Funds:

The General Assistance Grant Program provides funds for eligible projects. General Assistance Grants may provide funding for up to fifty percent (50%) of the total cost of a project, with a maximum grant award of \$15,000.

The Urban Renewal Agency shall have the power to determine the amount of grant funding to be issued, based on the project's relation to the goals and objectives of the Urban Renewal District Plan.

The Urban Renewal Agency shall provide written record of funding decisions. The record shall include a description of the required uses of the approved funds. Grant funds must be used for the purposes defined by this record.

Design assistance may also be available for approved projects. Architectural, engineering and planning assistance may be provided. City staff will refer applicants to the professionals that can be used in order to qualify for professional design assistance.

Eligible Applicants:

Eligible properties must be within the Urban Renewal District as defined by Exhibit A of the Monmouth Urban Renewal District Plan. Business owners who are tenants of a building must provide written consent from the building owner for all proposed improvements.

Eligible Projects:

Enhancements to new or existing buildings within the Urban Renewal District may be eligible for funding. Projects must specifically address one (1) or more of the goals defined in the Monmouth Urban Renewal District Plan. Funding shall not be granted for general maintenance of buildings, such as roof repairs.

In addition to meeting one or more of the goals of the Urban Renewal District Plan, eligible projects must meet the following criteria:

1. Improvements must be on property within the Urban Renewal District.
2. Improvements must conform to the standards of the Monmouth Zoning and Development Ordinance and Sign Code.
4. Properties must be up to date on all municipal taxes.
5. Conditions of Approval may be developed by the Urban Renewal Agency and shall be attached to the application.

Application Procedure:

Project eligibility is determined by the Urban Renewal Agency. To apply for assistance the following process must be followed:

1. Meet with City Staff to determine eligibility of the project.
2. Complete and submit a General Assistance Grant Application form.
3. Submit a drawing of proposed improvements (plans need not be done by a professional architect unless the project includes structural improvements).
4. An applicant may request design assistance. Design assistance costs may also be funded by the Urban Renewal Agency, in addition to grant allocation. A supplemental application must be submitted to the Urban Renewal Agency for design assistance.
5. Submit a specific description of each part of the proposed improvements (paint color, material type, etc.).
6. Submit cost estimates for the proposed improvements. Bids must be provided if the work is being done by a contractor.

Approval Procedures:

1. City staff will review the application and refer it to the Urban Renewal Agency.
2. The Urban Renewal Agency will then make a decision based on the project's relation to the goals and objectives outlined in the Monmouth Urban Renewal District Plan.
3. The Urban Renewal Agency will then determine a funding amount based on the potential benefit provided by the project to the Urban Renewal District. Project funding must be matched by the applicant.

4. If the project is denied, the Urban Renewal Agency will provide reasons for rejection and recommendations for steps that may be taken to receive approval.
5. Successful applicants must sign the General Assistance Grant Approval Agreement.

Payment Procedure:

Approved work may begin only after the application is approved by the Urban Renewal Agency. Any work done prior to formal approval will not be eligible for grant reimbursement.

Projects shall be reimbursed only after construction is complete. Upon completion of a project, City staff must be contacted for a site inspection. City staff will then inspect the property to determine compliance with the pre-approved plan. If the inspection finds that the project complies with all standards and conditions above and with the pre-approved plans submitted with the application, the project will be eligible for reimbursement. Thereafter, receipts and invoices must be provided to City staff and funds shall be dispersed within fifteen (15) days from the date of invoice receipt.

Further Information:

The applicant must discuss their project with City staff prior to submitting an application. Questions and applications will be accepted at;

City of Monmouth
Community Development Department
151 Main St W
Monmouth, OR 97361
503-751-0147