Urban Renewal Agency of the City of Coos Bay

Improvement Program Grant Application

Project Building/Business Address: _____

Name of applicant: _____

Name of business: _____

Phone number: _____ E-mail address: _____

Type of business: _____ How many years in business: _____

Applicant is: ☐ Property Owner ☐ Business Owner ☐ Other _____

If not owner of property, does applicant have lease: ☐ Yes ☐ No

If yes, Expiration Date: _____

If no, explain: _____

_____

Is the property in the Floodplain: ☐ Yes ☐ No

If yes, will valuation of proposed improvements exceed 50% of value of building, including past related improvement? ☐ Yes ☐ No

Property owner or representative contact information (if different from applicant):

Name: _____ Phone Number: _____

Address: _____ Email Address: _____

IMPROVEMENT PROJECT DETAILS

Estimated cost of project: _____ Proposed start date: _____

Time line/estimated completion date for project: _____

If time critical project, state latest date applicant can be notified of grant approval: _____

Brief explanation of factors contributing to the critical timing of this project: _____

_____

_____

_____

PROCESSING TIME FROM APPLICATION SUBMISSION TO GRANT APPROVAL CAN BE UP TO 4-6 WEEKS.

Please describe in detail the proposed improvements to the property:

REQUIRED SUBMITTALS

The following items must be submitted with the completed application:

1. The completed application, any drawing(s), material/color samples and current photographs showing existing conditions of each elevation of the façade proposed for renovation. Documents and photos may be submitted electronically to administration@coosbayor.gov.
2. Three (3) detailed, itemized, competitive bids from licensed contractors for the proposed work. The grant award is based on the low bid; however, an applicant may use his/her choice of contractor and pay the difference.
3. Evidence of property ownership. A copy of property tax record (available from the county assessor's webpage https://records.co.coos.or.us/pso) may be used. For tenant business applicants, written and signed permission from the property owner is required.
4. Evidence that all taxes, licenses and fees are current. For taxes, a copy of property tax information from the Assessor's webpage (see link above).
5. Proof in the form of documentation from the applicant's bank or lending institution demonstrating financial ability to complete the project. This document would be similar to a letter of recommendation from your banker.
6. One copy of a location map (provided by the City staff).

7. If architectural changes are being made to the façade of a structure in a design review area:
   a. A site plan drawn to scale indicating property lines, existing and adjacent structures and existing landscaping is required.
   b. A copy of of building elevation(s) drawn to scale indicating all existing and proposed changes, including design and structural changes, building materials and colors. The elevation drawing(s) should also include the size and location on the building of any sign modifications or awning changes.
   c. If the project is repair/replacement of siding, repair/replacement of existing architectural features, and painting, color digital pictures shall be submitted and a site plan drawing is not required.
8. Upon approval of the proposed grant, a completed/signed IRS W-9 form must be submitted.

CERTIFICATION BY APPLICANT

APPLICANT: I understand the proposed improvements must be evaluated and approved by the Coos Bay Urban Renewal Agency of the City of Coos Bay and other local agencies, as appropriate. Certain changes or modifications may be required prior to final approval for funding.

Improvements will be evaluated on the criteria listed in the guideline section of the Urban Renewal Improvement Program.

Grant funds are considered taxable income by the Internal Revenue Service. A W-9 form must be submitted to the City of Coos Bay if grant funds are awarded to the applicant.

I will sign a grant agreement to maintain the improvements.

I certify that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a grant award, and this application is true and complete to the best of my knowledge and belief.

___I represent an organization rather than an individual/partnership/corporation. I certify I have the authority to sign and enter into an agreement to perform the rehabilitation work on the property. Evidence of this authority is attached.

_____ _____

Applicant Signature Date

CERTIFICATION BY PROPERTY OWNER

OWNER: I am the owner of the subject property and I authorize this application.

Property Owner Signature

Date

Return Application by mail or in person to the Administration office, located in Coos Bay City Hall, at 500 Central Ave, Coos Bay Oregon 97420, or by e-mail to administration@coosbayor.gov.

Verification of any of the information contained in this application may be obtained from any source named herein.