



Harrisburg Redevelopment Agency Property Improvement Grant Program

Program Guidelines and Overview

Purpose:

The Redevelopment Agency has developed a Property Improvement Grant Program to carry out the goals and objectives outlined in the Harrisburg Urban Renewal Plan. Financial assistance is available for projects within the Urban Renewal District that meet the following goals of the Plan:

- Goal 1: Develop downtown and Third Street as an historic, specialty business market.
- Goal 2: Develop commercial and industrial sites within the City limits, urban growth boundary and planning area.
- Goal 3: Improve conditions and appearances of public and private properties in the downtown and on Third Street.
- Goal 4: Create funding opportunities for renovation of properties and construction of new structures in downtown and on Third Street, consistent with an historic theme.

Grant Funds:

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

The Redevelopment 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 Harrisburg Urban Renewal Plan.

The Redevelopment 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.

Eligible Applicants:

Eligible properties must be within the Urban Renewal District as defined by Exhibit A of the Harrisburg Urban Renewal 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 Harrisburg Urban Renewal Plan

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

- Is located inside the Urban Renewal District Boundary, and is on property zoned C-1 (Commercial);
- The project cures blight;
- The project complies with all city adopted codes and ordinances;
- The project is visible from the public right-of-way, or if an interior project is limited to patron areas;
- The property and/or project are not tax-exempt; and,
- All municipal taxes, fees, and liens are paid.

Application Process:

In order to receive a Property Improvement Grant the building owner, or tenant with building owner approval, shall complete all of the following:

- If in Historic District, review historic design guidelines in the Harrisburg Community Action Plan;
- Complete and submit a Property Improvement Grant Application form;
- Submit a drawing of proposed improvements (plans need not be done by a professional architect unless the project includes structural improvements);
- Submit a specific description of each part of the proposed improvement (e.g. paint color, material type, etc.); and,
- Submit cost estimates for the proposed improvements. Bids shall be provided if the work will be done by a contractor.

Approval Procedures:

- Upon receipt of all application materials described above, City staff will review the application and refer it to the Agency.
- The Agency will then make a decision based upon the approval criteria. The Agency may impose conditions of approval, which shall be included in the Property Improvement Grant Agreement.
- If approved, City staff will contact the applicant and construction may begin after the Property Improvement Grant Agreement is signed by the applicant.

Award Reimbursement and Timing Procedures:

- Construction may begin only after the application is approved and the Property

Improvement Grant Agreement is signed by the applicant and City. Any materials purchased or work performed prior to the agreement being signed will not be eligible for reimbursement.

- Grants will be issued only after construction is complete. Projects must be completed within twelve (12) months of approval by the Agency. Upon completion of the project, City staff must be contacted for a site inspection. City staff will then inspect the property to determine compliance with the pre-approved plans. 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.
- Reimbursable costs include materials and labor (for licensed contracted work only). Receipts must be provided to the City for reimbursement. Proof of payment for all receipts must be provided (e.g. cancelled check).
- Funds will be dispersed within 30 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 Harrisburg
120 Smith Street
Harrisburg, OR 97446
(541) 995-6655