



Florence Urban Renewal Agency Predevelopment Services Grants

Eligibility Guidelines & Application Process

The Florence Urban Renewal Agency (FURA) offers Predevelopment Services Grants to encourage development, redevelopment, or renovation of underutilized and vacant properties within the Florence Urban Renewal Area (URA). Predevelopment funds are available to assist developers and owners of industrial and commercial property with assessing the feasibility of potential development projects in the URA.

Funding Assistance

Commercial: Predevelopment Services Grants of up to \$25,000 are available for taxable commercial or mixed- use projects.

Industrial: Predevelopment Services Grants of up to \$20,000 are available for industrial projects on properties of up to 3.0 acres.

Grants are paid out on a reimbursement basis to fund up to forty (40%) of total eligible predevelopment costs up to the maximum award amount, once the Grantee has completed the work and documented to FURA that the contractor or consultants completing the work were paid.

FURA Objectives

To be eligible for a Development Assistant Grant, all projects must meet at least one of the following Urban Renewal Plan objectives:

- To facilitate public/private partnerships to revitalize deteriorating sections of the URA and adjoining waterfront.
- To enhance the URA through the promotion of mixed-use development, pedestrian and bicycle accessibility, provision of useful public space, and attractive site and architectural design to create a special place that enables citizens to live, work, shop and recreate all within easy walking distance.
- To develop safe, convenient, and attractive public parking areas to accommodate residents and visitors that connects with a system of walking, biking, and driving options throughout the URA.
- To improve access to, and visibility of, Old Town and the waterfront from Highway 101.
- To re-establish a mixed use, retail core along Highway 101 in the URA featuring streetscapes and buildings that support the 'main street' character and reflect a unified retail theme with coordinated architectural and voluntary merchandising guidelines.
- To restore, revitalize and preserve waterfront spaces for public access and water dependent recreational, commercial, and industrial uses, which directly benefit the economy of the Florence area.

Eligibility

- Location: The proposed project must be within the URA.
- Site Control: Applicants must own the proposed site, or be able to show some other form of site control, such as a purchase option. An Applicant holding a long-term lease (at least three years) may apply with proof of the property owner's consent to the proposed improvements.
- Project not Tax-Exempt: Grant funds cannot be applied to any portion of a development project that will be tax-exempt.
- Residential Properties: Properties that are 100% residential are not eligible for grant funding.
- Responsive to Existing Plans: Grantees may be required to consider community strategies and visions in their development plans.
- Readiness: Projects receiving a grant must have a reasonable chance of being completed within three to five years from the time of award. Grantees should have a basic concept and goals formulated for their proposed development project when applying for assistance, though these may change in response to predevelopment analysis.
- Awards within a Single Year: No more than one Predevelopment Services Grant may be awarded per calendar year per recipient.
- URA Plan Goals: Proposed projects must further one or more development goals outlined in the Urban Renewal Plan available at www.ci.florence.or.us/urbanrenewal/urban-renewal-plan.

Eligible Expenses:

- Preliminary architectural and other design services
- Site analysis
- Financial analysis
- Market analysis
- Environmental assessments and testing
- Environmental remediation
- Appraisal
- Traffic impact analysis
- Site preparation, including excavation, grading, demolition
- Other expenses as approved by FURA

Ineligible Expenses:

- Site acquisition
- Purchase option
- Administrative costs for the Grantee
- Services performed by the Grantee
- Final construction plans and specifications
- Construction
- Fees, permits and other charges associated with construction

Application Process

1. Application: Applications may be submitted at any time, though funds are limited. Grants are considered on a first-come, first-served basis.
2. Establishing a Scope of Services: The Applicant meets with City staff to discuss the proposed project, budget, and the timeline for the predevelopment phase and the project as a whole. City staff work with the Applicant to define the scope of services to be reimbursed by the grant, and a budget (based on quotes received by the Applicant, and reviewed for reasonableness by City staff).
3. Pre-Approval Letter: City staff issue a letter specifying the predevelopment services are eligible for funding. Any work commenced prior to receipt of the Pre-Approval Letter will not be eligible for reimbursement. A Pre-Approval Letter does not guarantee grant approval by FURA.
4. FURA approval: The FURA Board reviews all applications at its regular monthly meetings and has the sole authority to determine the eligibility of proposed projects. Upon approving a Predevelopment Services Grant award, the FURA Board sets the maximum grant amount, and may require or exclude certain work as a condition of funding.
5. Letter of Commitment: A Letter of Commitment will be issued after all pre-approval conditions are met and the project is approved by FURA. The Letter of Commitment outlines the commitment of funds and additional terms and conditions of the matching grant. The letter is a binding contractual commitment between the parties that outlines the scope and quality of work and the amount of funds committed to the project.
6. Grantee Undertakes Predevelopment Activities: The Grantee contracts directly with professional consultants (such as architects, appraisers, and real estate analysts) to perform the predevelopment work for the project. The Grantee need not accept a lowest bid, and may have a need for services above and beyond those eligible for reimbursement under this program; however, only costs for those professional services specified in the Letter of Commitment will be reimbursed by the grant. Under no circumstances will Predevelopment Services funds be disbursed for work completed before the date the Letter of Commitment is signed by FURA and the Grantee.
7. Documentation of Payment: Once all of the contracted work has been completed, the Grantee will submit copies of receipts showing invoices and proof of payment from all contractors, sub-contractors, or consultants that completed eligible work.
8. Disbursement of Grant Funds: Grant funds will be released within 30 days of Grantee satisfying the terms of the Letter of Commitment.

Grant funds will not be disbursed for work completed before:

- A Letter of Commitment has been executed;
- The work has been reviewed by City staff for compliance with the Letter of Commitment;
- Proof of payment and release of liens, if applicable, have been received;
- Proof that all necessary regulatory approvals, including City Florence building permits, have been received; and
- Delinquent property taxes, liens or outstanding City code violations are resolved.

General Conditions

- Grantees are eligible for one Predevelopment Services Grant per property (or one project, where it spans multiple properties). If a grant has been awarded to the previous owner of a specific property, a new owner may be eligible for Predevelopment Services Grant assistance if the newly proposed project differs significantly from the previous project. This determination will be made at the discretion of FURA. No Grantee may receive more than one grant in any one-year period.
- Grantees who receive grant funding must submit a copy of all final work products to which grant funds were applied (these products will be public record).
- All projects will display signage promoting FURA's assistance for the improvements. The sign will be supplied by FURA.
- Grantees agree to allow FURA to publicize the completed project on the City/FURA web site and other FURA materials.
- FURA and its Executive Director reserve the right to consider exceptions to these policies and guidelines on a case-by-case basis at their discretion.

For more information, please contact Megan Messmer, Projects Manager at 541-902-2182 or megan.messmer@ci.florence.or.us.

Guidelines and application forms are available on our website: www.ci.florence.or.us/urbanrenewal.