



**Meeting Location:**  
Meeting is being held via Zoom

**Contact us:**  
Phone (360) 874-5533  
Email [planning@portorchardwa.gov](mailto:planning@portorchardwa.gov)  
[www.portorchardwa.gov](http://www.portorchardwa.gov)

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**Economic Development and Tourism Committee  
Regular Meeting  
Monday, June 8, 2026  
9:30 AM**

**Remote Access**

**Link:** <https://us02web.zoom.us/j/83306625864>

**Webinar ID:** 833.0662.5864

**Zoom Call-In:** 1 253 215 8782

- 1. Call to Order**
- 2. Discussion Items**  
(No Action to Be Taken.)
  - A. Downtown Grant Program**
  - B. Preapplication Meetings**
  - C. Parking**
  - D. Shuttle/Trolley Feasibility Study**
- 3. Next EDT Meeting**
- 4. Adjournment**



[Community Development \(https://portorchardwa.gov/departments/community-development-department/\)](https://portorchardwa.gov/departments/community-development-department/)

/ [Building Refacing Grant Program \(\)](#)

<a href="https://portorchardwa.gov/critical-areas-code-update/">Critical Areas Code Update (https://portorchardwa.gov/critical-areas-code-update/)</a>
<a href="https://portorchardwa.gov/city-comprehensive-plan/">City Comprehensive Plan (https://portorchardwa.gov/city-comprehensive-plan/)</a>
<a href="https://portorchardwa.gov/news/?filter_categories%5B%5D=114&amp;filter_categories%5B%5D=160">DCD Public Notices (https://portorchardwa.gov/news/?filter_categories%5B%5D=114&amp;filter_categories%5B%5D=160)</a>
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Community Development



(360) 874-5533 (tel:(360) 874-5533)



[planning@portorchardwa.gov](mailto:planning@portorchardwa.gov) (mailto:planning@portorchardwa.gov)



Located at:

720 Prospect Street  
Port Orchard, WA 98366

Mailing Address:

216 Prospect Street  
Port Orchard, WA 98366



8:00am to 4:30pm  
Monday through Friday  
Closed all Washington State holidays

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# Building Refacing Grant Program



The Downtown Building Refacing Grant Program is intended to revitalize Bay Street by improving the

appearance, durability, and long-term value of existing commercial buildings. This program provides a structured, incentive-based approach to encourage façade improvements while preserving the historic character of downtown. This program serves multiple public purposes, including downtown revitalization, economic development, improved pedestrian experience, and enhancement of the visual character of the community.

The City will provide façade improvement grants to facilitate exterior building (façade) improvements for properties within a designated Business Improvement Area (BIA) in 2026. This BIA is defined to include buildings with street frontage Bay Street between Fredrick Avenue and Harrison Avenue, which are highly visible and a key portion of historic downtown.

**Applications will be accepted starting Friday, June 5 and will remain open until funds run out. They can be emailed to [facadegrant@portorchardwa.gov](mailto:facadegrant@portorchardwa.gov) (<mailto:facadegrant@portorchardwa.gov>), delivered physically to Community Development at 720 Prospect Street, or mailed to City Hall, 216 Prospect Street.**

## Documents

- [Building Refacing Grant Program Policy \(https://storage.googleapis.com/proudcity/portorchardwa/2026/05/3e1d8798-downtown\\_building\\_refacing\\_grant\\_program\\_-\\_policy\\_\\_11226881.1\\_.pdf\)](https://storage.googleapis.com/proudcity/portorchardwa/2026/05/3e1d8798-downtown_building_refacing_grant_program_-_policy__11226881.1_.pdf)
- [Resolution \(https://lf.portorchardwa.gov/WebLink/DocView.aspx?id=419137&dbid=0&repo=PortOrchard\)](https://lf.portorchardwa.gov/WebLink/DocView.aspx?id=419137&dbid=0&repo=PortOrchard)
- [Frequently Asked Questions \(https://storage.googleapis.com/proudcity/portorchardwa/2026/05/1a37e7d0-faqs-downtown-building-refacing-grant-program.pdf\)](https://storage.googleapis.com/proudcity/portorchardwa/2026/05/1a37e7d0-faqs-downtown-building-refacing-grant-program.pdf)
- [Application \(https://storage.googleapis.com/proudcity/portorchardwa/2026/05/a6bd3825-port\\_orchard\\_facade\\_improvement\\_application.pdf\)](https://storage.googleapis.com/proudcity/portorchardwa/2026/05/a6bd3825-port_orchard_facade_improvement_application.pdf)

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## Contact

216 Prospect Street  
Port Orchard, WA 98366  
Phone: (360) 876-4407  
Hours: 8:00 a.m. - 4:30 p.m.  
Monday-Friday

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**RESOLUTION NO. 032-26**

**A RESOLUTION OF THE CITY OF PORT ORCHARD, WASHINGTON, ESTABLISHING THE DOWNTOWN BUILDING REFACING GRANT POLICY; ESTABLISHING PARAMETERS FOR GRANT PROGRAM AND DIRECTING MAYOR TO ACT TO IMPLEMENT.**

**WHEREAS**, the City of Port Orchard recognizes that a vibrant and economically resilient downtown core is essential to the community's overall health, identity, and economic vitality; and

**WHEREAS**, a well-maintained and visually appealing downtown along our showcase waterfront contributes to increased foot traffic, business activity, and community pride; and

**WHEREAS**, the downtown corridor features older, historic buildings that, due to the decline in property maintenance and passage of time and weather, need exterior improvements, including façade repairs, accessibility improvements, and related enhancements to restore these historic buildings and enhance the City's downtown, as the decline of property maintenance leads to impaired economic development in the city and undermines and limits the tax base; and

**WHEREAS**, the physical deterioration and/or age or obsolescence buildings in this area, including some unsanitary or unsafe conditions, and existing conditions that endanger life or property by fire or other causes, constitute an economic and social liability that can be detrimental to the public; and

**WHEREAS**, targeted building improvements can serve a valid public purpose by promoting economic development, supporting small businesses, and enhancing the overall appearance and functionality of the downtown area; and

**WHEREAS**, the City of Port Orchard has authority under Washington law, including but not limited to its police powers and economic development authority, to promote community and economic development; and

**WHEREAS**, the City of Port Orchard desires to establish a competitive grant program to provide financial assistance to eligible property and business owners for qualifying exterior improvements within the designated downtown area, with a matching requirement; and

**WHEREAS**, the City Council appropriated \$100,000 for use for downtown revitalization efforts, and desires to designate that funding for the grant program, available on a first-come, first-serve basis for grant applicants; and

**WHEREAS**, the City Council discussed the program and its parameters at its regular meetings in February, March and April, 2026, and reviewed the draft policy at its work study on April 21, 2026; and

**WHEREAS**, the City Council finds that the public will receive a significant benefit from the program and it is in the best interests of the City to adopt this program; now, therefore,

**THE CITY COUNCIL OF THE CITY OF PORT ORCHARD, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

**THAT: Findings Adopted.** It is the intent of the Port Orchard City Council that the recitals set forth above are hereby adopted and incorporated as findings in support of this Resolution.

**THAT: Program Enactment.** The City Council approves of the City of Port Orchard Building Refacing Grant Policy and directs the Mayor or the Mayor’s designee to take all necessary steps to implement this action, including the development of procedures and other documents consistent with the Policy.

PASSED by the City Council of the City of Port Orchard, SIGNED by the Mayor and attested by the City Clerk in authentication of such passage this 28<sup>th</sup> day of April 2026.

Signed by:  
*Rob Putaansuu*  
3B96492E3F5047B...  
Robert Putaansuu, Mayor

ATTEST:  
Signed by:  
*Brandy Wallace*  
46A5A54BBD00418...  
Brandy Wallace, MMC, City Clerk



## **City of Port Orchard Building Refacing Grant Program**

### **Purpose:**

The City of Port Orchard has historic and unique buildings, as well as many unique and thriving businesses. The Downtown Building Refacing Grant Program is intended to revitalize Bay Street by improving the appearance, durability, and long-term value of existing commercial buildings. This program provides a structured, incentive-based approach to encourage façade improvements while preserving the historic character of downtown. This program serves multiple public purposes, including downtown revitalization, economic development, improved pedestrian experience, and enhancement of the visual character of the community.

The Downtown Revitalization Grant Program seeks to preserve and enhance the charm of the City's downtown, waterfront commercial area through strategic physical improvements to buildings. This program is designed to create immediate, visible improvements to downtown Port Orchard while minimizing financial barriers. The goal is to encourage investment in the community and enhance the Bay Street experience.

This program is modeled after the City of Auburn's Façade Improvement Grant program, which has been in operation since 2016.

### **Program Details:**

Through the Downtown Building Refacing Grant Program, the City will provide façade improvement grants to facilitate exterior building (façade) improvements for properties within a designated Business Improvement Area (BIA) in 2026. This BIA is defined to include buildings with street frontage Bay Street between Fredrick Avenue and Harrison Avenue, which are highly visible and a key portion of historic downtown. 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 of the City's commercial core.

#### **1. ELIGIBILITY CRITERIA**

##### **Eligibility Requirements:**

Eligible applicants are limited by the following parameters:

- Commercial or mixed-use buildings, and the applicant shall be the Property owner(s) or Business lessee with written authorization of the property owner;
- Propose a refacing project that shall meet code requirements, follow all local and state laws, and follow all current design standards;

- Project site must be within the Business Improvement Area, located within the Downtown Bay Street area (along Bay Street between Fredrick Avenue and Harrison Avenue);
- No existing legal restrictions on property;
- Qualifying facades must be visible from Bay Street, and improvements utilizing grant fundings are limited to primary street-facing elevations;
- Work must begin within 30 days of permit issuance and work must be completed within 60 days

Applicants as follows are ineligible for grant program:

- Business with more than 25 full-time employees
- Government office and agency (non-governmental tenants are eligible)
- Newly constructed building (constructed after the adoption of this program)

**Types of Improvements Eligible for Grant Funding:**

Eligible grant applications shall be limited to those seeking to perform eligible work, using eligible materials, as follows:

- 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 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 coverings and additions, maintenance, repair, rehabilitation, restoration of display and transom windows, and lighting
- Painting - Surface preparation, cleaning and painting
- Awnings - Maintenance, installation, repair, or replacement of awnings. Awnings to be replaced must show considerable wear as determined by the City Building Official.
- Exterior Lighting – Installation, retrofitting, replacement
- Handicapped Access Projects - Ramps, thresholds, entrances (only in conjunction with other design improvements)
- Murals Or Other Permanent, Affixed Art Work – based on review and approval

- Approved Materials must be consistent with the requirement of Port Orchard Municipal Code 20.127.450. Examples of Approved Materials (with emphasis for durability amid waterfront environmental conditions):
  - Hardie Board Siding (or comparable fiber cement siding)
    - Durable and long-lasting
    - Low maintenance
    - Structurally stable
  - Masonry Stone Veneer
    - Highly durable and weather-resistant
    - Strong visual enhancement
    - Cost-effective design impact
    - Supports long-term return on investment
  - Exterior Paint
    - Approved for façade enhancement and finishing
    - Must be high-quality, weather-resistant coatings
    - Encouraged to use historic coastal color palettes consistent with port communities – see Port Townsend Historic District palette recommended as inspiration
    - Typical palette includes muted earth tones, coastal blues/greens, creams, ivories, and soft whites
    - Coordinated color schemes encouraged
  - Shutters (Vinyl, Composite, PVC)
    - Approved as architectural accents
    - Composite and PVC preferred for durability and low maintenance

**Ineligible work that cannot be proposed for grant funding is as follows:**

- New building construction
- Additions to existing structures
- Proprietary signage and billboards
- Any interior work or decoration
- Non-fabric awnings
- Non-permanent fixtures (i.e. freestanding planters, stands, holders)
- On-site or off-site paving
- Public 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
- Shipping costs

**Project Categories and Associated Grant Matching:**

To ensure shared investment and maximize the public benefit of Program funds, all grants shall require a matching contribution from the applicant, structured in proportion to the scope, impact, and cost of the proposed project, as follows:

- **Small-Scale Projects.** For projects with a total eligible project cost of up to \$5,000, the applicant shall not require a matching. 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, or trim.
- **Mid-Scale Projects.** For projects with a total eligible project cost between \$5,001 and \$25,000, the applicant shall provide a minimum match of thirty (30) percent of total project costs. Improvements in this category 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 include window, door, or storefront upgrades; masonry work; façade material upgrade or change (could include framing); and significant lighting upgrades; significant carpentry/molding/trim improvements.
- **Large-Scale Projects.** For projects with a total eligible project cost greater than \$25,001, the applicant shall provide a minimum match of at least fifty (50) percent of total project costs. Improvements in this category 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 include facade restoration; significant structural or electrical work (needed to execute a façade design); significant historic restoration; and complete façade re-design/re-construction.

**Form of Match.** The applicant match may consist of loan, cash expenditures or documented in-kind contributions directly related to the approved project, as defined in Program guidelines, provided that in-kind contributions shall not exceed seventy-five (75) percent of the total required match.

- 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.

Graduated Matching For Mid- and Large-Scale Projects: 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.

Verification: All matching contributions must be documented to the satisfaction of the City prior to reimbursement of grant funds.

Adjustment Authority: The Director may adjust match requirements on a case-by-case basis, consistent with Program guidelines, to advance Program objectives, including support for small businesses, historically underserved applicants, or projects with exceptional public benefit.

## **2. APPLICATION AND DOCUMENTATION PROCESS**

Application and Design Process:

1. Contact Department of Community Development expressing interest in program;
2. Schedule informational visit and preliminary assessment;
3. Download forms from the Department of Community Development ;
4. Based on initial assessment, applicant shall:
  - Develop Cost Estimate
  - Procure Architect with own resources
  - Work with design professional(s) and technical assistance to prepare application materials
5. Submit application to Department of Community Development
6. After determining completeness, application will be reviewed by committee
7. Final approval will be given by City Council, and a letter will be sent to applicant
8. Grant recipient will execute associated agreements consistent with the program.

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. Materials may be purchased prior to construction
5. Construction may begin after permits are issued
6. Final inspection by Public Works and/or Building Divisions
7. Payment will be issued upon submittal of invoices, with final payment available after satisfactory completion of project

**Required Grant Agreement for Recipients:**

As a condition of receiving grant funds, each recipient shall enter into a written agreement with the City of Port Orchard to document the public services to be performed by the grant recipient as a result of the grant funding, in a form approved by the City Attorney, which shall:

1. Public Purpose. Identify the public purpose served by the funded improvement(s), including but not limited to downtown revitalization, economic development, improved pedestrian experience, and enhancement of the visual character of the community;
2. Scope of Work. Describe the approved improvements and require that funds be used solely for eligible expenses consistent with Program requirements;
3. Performance Requirements. Establish deadlines for completion and require compliance with all applicable laws, codes, permits, and design standards, including but not limited to:
  - Permits and Compliance: Right-of-way permit required for work impacting sidewalks, streets, or pedestrian areas; Electrical work requires Washington State L&I permit; sidewalk closure or protection may be required for overhead work (with proper permitting, including State of Washington
  - Inspections and Oversight: Pre-construction meeting required to review scope and permits; final inspection required; and City sign-off required prior to reimbursement

- Contractor Responsibilities: Shall be licensed and bonded; shall Identify and document necessary repairs prior to construction; and Ensure compliance with codes and program standards
4. Reimbursement and Documentation. Provide that grant funds are disbursed on a reimbursement basis (unless otherwise authorized) upon submission of invoices, proof of payment, and verification of completed work;
  5. Maintenance and Use. Require the recipient to maintain the improvements in good condition for a specified period of time and to use the property in a manner consistent with the Program's public purpose;
  6. Repayment/Clawback. Requiring partial or full repayment of grant funds if the recipient fails to complete the project, violates the terms of the agreement, or ceases to use or maintain the improvements consistent with the public purpose within a defined period;
  7. Permitting, Access and Inspection. Comply with all applicable permit requirements, and allow the City reasonable access to the property for inspection and verification of compliance; and
  8. Other Terms. Include such other terms and conditions as the City deems necessary to ensure that the expenditure of public funds complies with Washington law.

#### Program Administration.

The Program shall be administered by the Department of Community Development or their designee, who is authorized to:

- Develop application materials and administrative guidelines;
- Establish evaluation criteria and scoring procedures;
- Review and approve grant applications;
- Execute grant agreements; and
- Ensure compliance with applicable laws and Program requirements.

Projects will be reviewed by City staff for eligibility, compliance, and consistency with downtown character. Final approval is required prior to project start.

## **Downtown Building Refacing Grant Program — Frequently Asked Questions (FAQ)**

### **1. What is the purpose of the Building Refacing Grant Program?**

The program supports the revitalization of Downtown Port Orchard by improving the appearance, durability, and long-term value of commercial and mixed-use buildings along Bay Street. It helps property and business owners complete exterior improvements that enhance the historic and visual character of downtown.

### **2. Who is eligible to apply?**

Eligible applicants include:

- Property owners of commercial or mixed-use buildings within the Bay Street Business Improvement Area
- Business tenants with written owner authorization
- Businesses with **25 or fewer full-time employees**

Government entities and newly constructed buildings are not eligible.

### **3. What types of improvements qualify for funding?**

Eligible improvements include:

- Masonry repair, cleaning, and restoration
- Windows, doors, storefronts, and exterior carpentry
- Painting and approved exterior materials
- Awnings
- Exterior lighting
- ADA access as part of design upgrades
- Murals and permanent public art

### **4. What types of improvements are NOT eligible?**

The program does not fund:

- New building construction or additions
- Roof work or structural foundation work
- Interior improvements
- Sidewalk or paving work

- Proprietary or temporary signage
- Non-fabric awnings
- Personal property, equipment, or furnishings

#### **5. How much funding can I receive?**

Funding is based on project cost tier:

- **Up to \$5,000** – No match required
- **\$5,001–\$25,000** – 30% minimum match
- **\$25,001+** – 50% minimum match

All match contributions must be documented before reimbursement.

#### **6. Can I begin work before my application is approved?**

No. Work started before City approval and a **Notice to Proceed** is **not eligible** for reimbursement.

#### **7. What documentation do I need to submit?**

Applicants must submit:

- Project description
- Cost estimates
- Material samples or color swatches
- Photos of existing conditions
- Building plans (if applicable)
- Proof of match contribution
- Owner authorization (if tenant)

#### **8. When will I receive the funding?**

The grant is reimbursed **after**:

- Work is completed
- Required inspections are passed
- Match contributions are verified
- Paid invoices and proof of payment are submitted



**CITY OF PORT ORCHARD**  
Department of Community Development  
Office located at 720 Prospect Street  
Mailing address: 216 Prospect Street  
Port Orchard, WA 98366  
(360) 874-5533 • [facadegrant@portorchardwa.gov](mailto:facadegrant@portorchardwa.gov)

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## **DOWNTOWN BUILDING REFACING GRANT APPLICATION**

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### **SUBMITTAL CHECKLIST**

- Completed Application and Checklist (to the best of your knowledge)**
- Business License Number or Copy of City of Port Orchard Business License**
- Authorization from property owner (if applicable)**
- Proof of Loan and/or Cash Matching Funds (if applicable)**
- Images of existing façade or improvement area**
- Drawings, sketches of improvement plans**
- Architect or engineer drawings, as needed**
- Contractor Estimates that include administrative time and sales tax**
- Project Timeline**

**APPLICANT INFORMATION**

Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Business License Number: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Contact Address (if different): \_\_\_\_\_

**PROPERTY OWNER (IF DIFFERENT FROM APPLICANT)**

Owner Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**PROJECT INFORMATION**

Building Type (Commercial / Mixed-Use / Other): \_\_\_\_\_  
Project Description (use additional sheet(s) if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Address: \_\_\_\_\_  
Business Frontage Street Name: \_\_\_\_\_  
Construction Timeline – Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Number of Full-Time Employees: \_\_\_\_\_  
Building Construction Year: \_\_\_\_\_

**PROJECT VALUATION & MATCH REQUIREMENTS**

Project Valuation (Check One):  
 Up to \$5,000 — No match required  
 \$5,001 – \$25,000 — Minimum 30% match required  
 \$25,001 and above — Minimum 50% match required

**Verification:** All matching contributions must be documented to the satisfaction of the City prior to reimbursement.

I certify that all documentation provided is accurate and true to the best of my knowledge, and that all matching contributions have been documented to meet the City's requirements.

Initials: \_\_\_\_\_

**DESIGN / TECHNICAL SERVICES COSTS**

Company	Services	Fee

**CONSTRUCTION MATERIALS & LABOR**

Company	Work Description	Materials	Labor	Total

**TOTAL PROJECT COST SUMMARY**

Design Services Total: \$ \_\_\_\_\_

Construction Total: \$ \_\_\_\_\_

TOTAL PROJECT COST: \$ \_\_\_\_\_

**GRANT REQUEST**

Total Project Cost: \$ \_\_\_\_\_

Minus Required Match: \$ \_\_\_\_\_

GRANT REQUEST AMOUNT: \$ \_\_\_\_\_

**MATCHING FUNDS & IN-KIND CONTRIBUTIONS**

Source	Description	Amount

**STATEMENT OF UNDERSTANDING**

The applicant understands that work subject to this program may not begin prior to City approval and Notice to Proceed. All work must comply with City codes and standards. Matching contributions must be documented. The applicant certifies that the information provided is true and accurate.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_