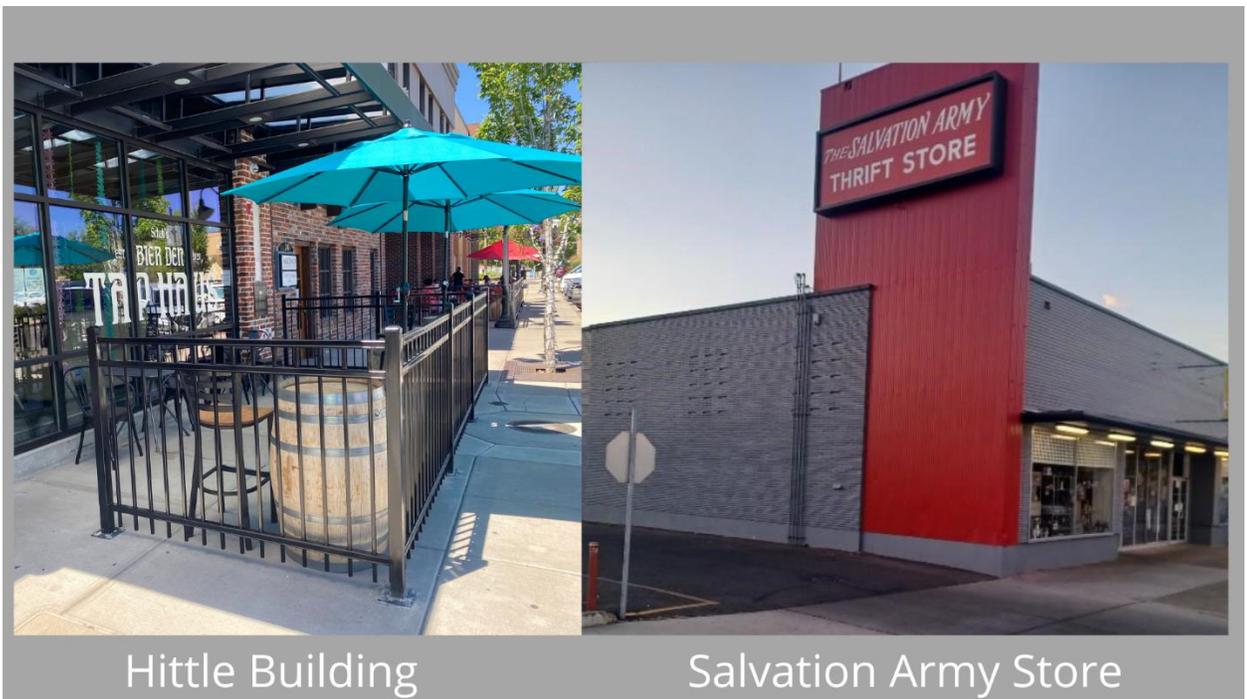


Downtown Association of Yakima Façade Improvement Grant Program Instructions 2023



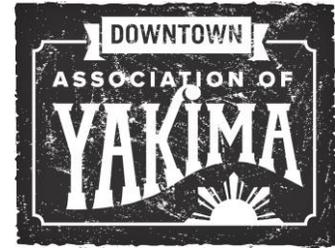
Hittle Building

Salvation Army Store

2022 Projects

Introduction and Background

The Downtown Association of Yakima (DAY) Façade Improvement Grant Program is geared towards facilitating economic growth and historic preservation in the Downtown Yakima corridor. Priority is given to projects that are transformational or are part of a larger restoration



project. The façade grant program was created in 2015 and has funded 10 projects, providing over \$70,000 in matching grants while sparking over \$1 Million in investment. The program is a 50/50 matching grant with a maximum amount of \$10,000 per project.

How it Works

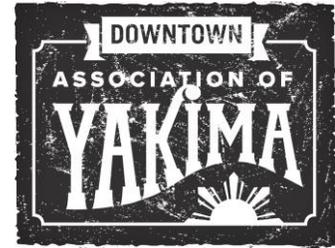
Eligibility:

Business or buildings in the downtown corridor, as defined by the Main Street Boundary map (found at the end of this document) are eligible. DAY is a member of the Washington State Main Street Program (WSMSP) and therefore adheres to the designated Main Street District regarding its grant programs. Each business and building owner can receive a grant twice within a 5-year period. Upon receiving the second grant, the recipient cannot apply for a DAY façade grant for at least another 5 years. This applies to a specific building owner even if businesses in 2 separate buildings are awarded the grant. Example. Owner owns buildings A and B. In 2019, a business in building A receives a grant. In 2021, a business in building B receives a grant. The building owner would not be eligible to apply for another grant until 2026 for a business or building he/she owns.

Only new projects are eligible. The grant shall not act as reimbursement for a project already started or completed before the grant selection process. Also, the grant is for transformational projects. If the project could be considered a “fixer up” or a maintenance update, it does not qualify for the façade improvement grant program. *Exceptions may occur when the maintenance is **integral** to the survival of a valuable **historic structure**. Example: outer pillars that support structure; upgrading windows to retain historic frames, etc.*

Selection Process:

Applications are submitted to the DAY Design Committee which serves as the Façade Grant Selection Committee. Grants are reviewed by the committee and are scored based on set criteria. *Priority* is given to applications that best address the questions on the application and lend themselves to a “transformational” project or are part of a larger renovation, although that is not a requirement. Projects that are “ready” will be given priority (See Section H). Projects can receive the grant maximum of \$10,000 but, also, may receive less based on their actual request, cost of the project, discretion of the committee, or availability of funds.



Grant awardees will be notified by DAY and given a deadline for completing the project regarding the grant and will be required to sign a grant agreement form.

Grant Project Completion/Distribution:

Once the project is completed in the required timeframe (extensions can be granted through a process detailed in Section D), the grant recipient will provide a completed grant reimbursement form. Upon approval by DAY, the reimbursement form will be processed, and a check will be issued to the recipient by DAY for the appropriate amount.

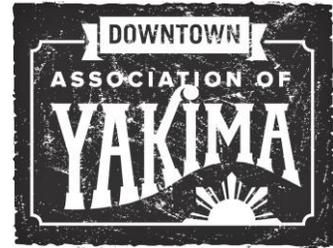
Design Consultation

Beginning this year (2023), the program will include a free-of-charge consultation by a certified home and building designer. This is not mandatory but is offered as a tool to assist in concepts, estimated costs, and potential efficiencies. The consultation is complimentary. Any other services rendered would be an agreement between the two private parties and not part of the DAY Façade Improvement Grant Program. If an applicant desires a consultation, there is a section on the application to request.

Grant Eligibility Guidelines

Please review these to make sure you are eligible before beginning the application.

- New project (no work has been done prior to application selection).
- Façade project (project involves improvement to the outer portion of the structure viewable from the street or right-of-way).
- Improvements are defined as rehabilitation, restoration, maintenance, or new improvements.
- Design for a building must be consistent with the historic nature of the building and historic buildings in the district. A single building with more than one storefront business or facade is eligible for funds for only one design.
- Eligible facade expenses may include, but not be limited to design, exterior painting, exterior brick maintenance, restoration of historic building features, lighting, signage,
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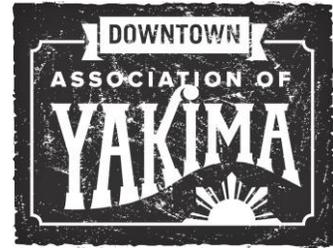


weatherization, purchase of new (or replacement) awnings that are visible from right-of-way, new construction.

- A *completed application* must be submitted by the deadline and all requests for further documents or questions from the committee must be answered in a timely fashion. **Completed** is defined as all questions are answered, all sections are sufficiently filled out, and all requested documents and photographs are provided.
- The property or business is located in the Downtown Yakima Main Street District (boundary map, see Section F).
- Projects must involve the façade, or attached to or are contiguous with the façade (as defined in this application). Non-attached signage, fixtures, statues, etc. are NOT eligible.

Grant Timelines

- Grant application period will begin on March 1st with a deadline of April 14 ,5 pm.
- Grants will be awarded by the Design Committee by May 5th.
- Grant Awardee will sign Grant Agreement. Upon signing, Awardee has 60 days to begin project for which the grant has been awarded.
- Awardee has 120 days to complete the project from the date of signing Grant Agreement.
- An extension may be granted for unforeseen extenuating circumstances. See terms of extension in Section D.
- Upon completion of project, awardee will submit a reimbursement form with all required documentation. Upon acceptance and signing of the reimbursement form, DAY will issue a check for the agreed upon amount. The amount may be lower than the original grant total amount if the project cost less or appropriate reimbursement documents total less than the agreed upon amount.
- Upon completion of the project, the awardee must submit photos of the completed project.



Grant Elements and FAQs

A. Selection Process

- a. Grants will be awarded by the members of the DAY Design Committee and associated staff using a scoring system based on criteria, along with discretion by the committee members. Priority will be given to projects that lead to transformational changes of the structure or are part of a larger renovation. Projects that are “ready” will also be given priority (See Section H). Awardees will be informed of their selection by DAY promptly after the selection process is completed.

B. Completed Application

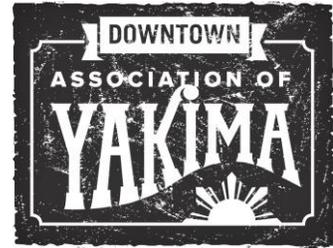
- a. This is an application for a grant; therefore, it is the responsibility of the applicant to submit a completed application. This means answering sufficiently all sections of the application, including providing documents and photos requested.
- b. Upon review of the application, Design Committee members may request further information or clarification of presented materials. For an application to remain eligible, the applicant must respond to requests within the requested timeframe.

C. Changes to Project

- a. A project receives a grant award based on the belief that the awardee will complete the proposed project in good faith. If there are changes to the project before completion, the awardee must inform the DAY Design Committee of the changes. The Design Committee will vote on whether the grant will continue to be awarded based on the changes. DAY reserves the right to deny the award of the grant if the changes are deemed by the Design Committee to no longer reflect the nature of the approved project. DAY will promptly inform the awardee of decision.

D. Extension

- a. An extension to complete the project beyond the 120-day period can only be granted by a vote of the DAY Design Committee. An extension can be applied for if the project experiences unforeseen, extenuating circumstances. Serious



consideration will not be given to extensions based on mere tardiness in starting the project.

- b. To request an extension, awardee must contact DAY in a timely manner and fill out an extension request. The request will be forwarded to the Design Committee who will consider and vote on the request. If the request is denied, it is incumbent upon the awardee to finish the project by the deadline to receive grant funds.

E. Reimbursement

- a. Upon completion of the project, the awardee fills out a reimbursement form and submits it with receipts that correspond to the project. The amount of the receipts must equal or exceed the total of the grant amount.
- b. The reimbursement form can only be submitted when the project corresponding to the grant award is completed. Example: if the grant is for the painting and replacement of pillars, a reimbursement form cannot be submitted if only the painting has been completed and no work has been started on the pillars. **However**, a reimbursement form can be turned in for the completion of the corresponding project if it is part of a larger project that is not yet completed. Example: painting and pillar replacement is completed but renovation work (not included in grant request) on windows and roof is not yet completed.
- c. Receipts must directly correspond with the project and be noted by the awardee upon submission. Example: Pillar replacement; or Design for pillars.
- d. The reimbursement form must be signed by the awardee.
- e. The awardee will receive a check for the amount of the grant – no grant amount can exceed \$10,000.

F. Main Street Boundaries

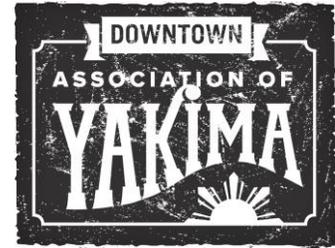
- a. The district is derived by criteria created by the Washington State Main Street Program and the Department of Archeology and Historic Preservation. The map is pictured at the end of these instructions.

G. Grant Agreement

- a. The Grant Agreement is a document that states the awardee agrees to the terms of the grant. This must be signed before the project can begin.

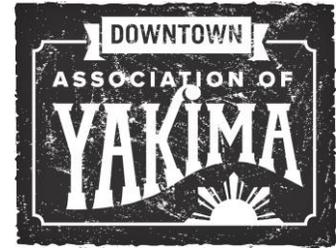
H. Project Readiness

- a. When submitting your grant application, legwork for the corresponding project must be well underway or completed. This means permits with government



agencies have been approved, estimates have been received, etc. This assures DAY that it is considering a project that is ready to go, that is realistically going to be completed without major delays.

- b. Lack of project readiness will be considered when voting on a grant application.
- I. Photos
 - a. An applicant must submit “Before” photos of the project structure and the areas of focus in the formal application.
 - b. An awardee must submit “After” photos of the completed project for the purpose of promoting the business/building owner’s completed project and the Façade Improvement Grant Program, in addition to historical documentation.
- J. Financial Statement
 - a. An applicant must provide a financial statement regarding the source for the matching funds. Example: award letter from other grant, bank information (statement), or letter from lending institution.
 - b. This is important because it guarantees that grants are not awarded to projects that cannot be finished due to insufficient funds.



Downtown Yakima Main Street District Boundary Map

