

American Rescue Plan Storefront, Security, and Lighting Improvement Grant



Hillsboro's American Rescue Plan Storefront, Security, and Lighting Improvement Grant is a citywide program designed to provide assistance and incentives for commercial property owners to enhance the design and appearance of their storefront façades and/or provide for exterior security cameras and lighting.

Purpose: Improve the appearance and curb appeal of commercial buildings in Hillsboro to stimulate economic performance, attract new investment, inspire community pride, and assist businesses adapting and responding to needs and trends resulting from COVID-19.

Maximum Grant Amount and Required

Match: For each individual building structure, the maximum possible City grant award is \$40,000. All project grants require a \$1 to \$1 match from the property or business owner, equaling at least 50% of the total project costs.

Grant Eligible Improvements: Commercial and mixed-use building exterior improvements only, including but not limited to: exterior rehabilitation and renovation, painting, pointing, brick, masonry, wood, metal, and stucco repair, architectural and retractable awnings (except those with tenant/business names part of the awning); business signs and graphics, exterior and decorative lighting, windows, architectural design, exterior security cameras, and lighting.

Ineligible Projects: Any improvements not visible from the street or sidewalk except for security and lighting projects, projects outside the City limits, non-façade improvements, in-kind labor, business operation costs.

Grant Application Cycle: The program will accept and consider applications in the order they are received, on a year-round basis, until total grant funds are expended for the fiscal year ending November 2024.

Grant Application Process:

1. Submit a letter (or email) of interest to City of Hillsboro Economic Development Department describing your proposed storefront, security, and/or lighting improvement project and completed application form.
2. Design assistance up to \$2500, and/or a consultation with the City's Urban Design Planner, may be available upon receipt of proposal letter and completed application. City reviews project description and design proposal and determines if a grant for design assistance is appropriate.
3. If applicable, Applicant contracts with an Architect/ Design Professional/Contractor for design assistance and a project cost estimate.
4. Applicant submits Storefront Improvement, Security, and Lighting Grant application packet to Economic Development Staff for review coordination. Please use these items as a checklist of required information:
 - ✓ A completed Hillsboro Storefront Improvement, Security and Lighting Grant Application.
 - ✓ A detailed written description of the proposed improvement project.
 - ✓ A depiction of the proposed improvements, ie. a photo with marked revisions, or hand drawing.
 - ✓ A materials spec. board or detailed description of materials and colors if applicable.
 - ✓ Project budget estimate.
 - ✓ Evidence of ownership of property or written authorization from property owner.
 - ✓ A statement on source of project funding that includes the required match, plus a 10% contingency. This could include a letter from bank or lender, account balance statement, or other as approved.
5. When a complete application package is received, City staff will have a minimum of 30 days to:
 - ✓ Review application for completeness.
 - ✓ Schedule and conduct a site visit for the Storefront Improvement, Security and Lighting Grant Committee.
 - ✓ Conduct a Storefront Improvement, Security and Lighting Grant Committee meeting to consider grant award.
6. Authorization and funding of a grant will be determined by design criteria and subject to the following conditions:
 - ✓ All projects must comply with City of Hillsboro Municipal Code, Building and Community Development codes, area plans and all other City, State and Federal regulations.
 - ✓ Land Use and Building Permit Approvals (if necessary).
 - ✓ For projects requiring building permits, drawings from a licensed Architect.
 - ✓ Cultural Resource Alteration Approval (if necessary).
 - ✓ Copy of City of Hillsboro Business License (if applicable).
 - ✓ A certificate of insurance showing adequate coverage and naming the City as additional insured with respect to the work proposed.
 - ✓ Applicants signed acceptance of the Letter of Approval and Grant Agreement with City of Hillsboro.
 - ✓ Applicant posting grant information sign – City to provide.
 - ✓ Copy of contracts between the business/property owner and contractor. All contractors are to be licensed, registered, and bonded.
 - ✓ All Downtown Economic Improvement District assessments must be paid in full if applicable.

If grant application is approved, Grant Committee will notify the applicant to proceed with land use and permit approvals (if applicable) and construction.

Grant Application Process Cont'd:

Grant Period:

Projects will have one (1) year from the date of grant approval to be completed. Applicants receiving funding through this program are not eligible to apply the following fiscal year. If a grant is awarded and the building is sold during the grant period, the grant award is not transferrable to the new owner.

General Conditions:

The following general conditions will apply to all projects:

- ✓ All applications are subject to available funding and shall be processed on a first come, first served basis.
- ✓ City staff may waive any requirement or condition on an application at its discretion.

Applications will be considered and awarded or denied by the Storefront Improvement, Security and Lighting Grant Committee as determined by the City of Hillsboro. The City reserves the right to withdraw any grant awards at any time or for any reason. Applicants shall be notified in writing.

Disbursement of Funds:

Storefront Improvement, Security, and Lighting Grant funds will only be disbursed to property owners or businesses upon receipt of a contractor invoice(s) and satisfactory progress observed on the completed work. In-kind work performed by the applicant will not be eligible for reimbursement.

All work must be consistent with the approved grant application and the City must approve any changes in work scope or materials in advance of that work being performed.

Criteria for Nonperformance:

If a project is not complete one year after grant award date, the applicant will only be reimbursed for expenses that occurred up to that date.

Qualified Architects & Designers

Please contact the City of Hillsboro for an updated list of architects and/or design professionals that have demonstrated storefront façade improvement design experience in Oregon.

Contact Us

Give us a call for more information about our Grant Program.

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