



**City of Grants Pass
Business Retention and Relocation Assistance Grant
Program Description**

Purpose:

Grants Pass has a wide variety of home-grown businesses throughout the Urban Growth Boundary within City jurisdiction. Some of these businesses have been at the same location since inception. There may be circumstances where the business might have to relocate due to unforeseen reasons or possibly they have outgrown their current location and need to expand.

The purpose of the Business Retention and Relocation Assistance Grant is to provide matching grants for companies having to relocate from their current premises due to unforeseen circumstances; or provide aid to companies desiring to expand that are faced with unforeseen infrastructure upgrades.

It is the intent of the City to encourage owner-occupied businesses to remain in Grants Pass and flourish. By offering this unique grant program, the City is recognizing the importance of retention and expansion. Owner-Occupied Businesses with 50 employees or less would qualify for this grant assistance.

Eligible Projects:

Funds are available for infrastructure upgrades to property. The following list is not exhaustive, but covers the major types of projects which are fundable:

1. Grant Eligible Projects:
 - a. System Development Charges (SDCs).
 - b. Street, storm and utility upgrades.
 - c. Sewer or water lateral installation.
 - d. Fire suppression system installation or upgrades.
 - e. Reimbursement District liens.

Grant eligible projects are limited to a one-time maximum matching grant up to \$50,000.

The Parks & Community Development Director shall determine whether activities not listed in this document shall be considered for grant assistance. The Director shall not approve any project outside of the location criteria and shall ensure that no activity is approved if the action is contrary to the spirit of this program. Final grant approval will be by the City Council.

In-Eligible Activities:

1. Non-owner-occupied Businesses
2. New Businesses relocating to Grants Pass from another area.
3. Building improvements outside the scope of eligible activities.
4. Additions to an existing building.
5. Exterior upgrades (cleaning outside of the building such as landscaping or painting).
6. Interior design and furnishing/tenant improvements.
7. Any signage or façade improvements.

Location of Eligible Projects:

Grant funded Project Location Criteria: The site must be located within the City of Grants Pass Urban Growth Boundary and within the City jurisdiction.

Conditions and Considerations:

1. The maximum grant funds that any one property may receive from the fund will be \$50,000.
2. The City will not grant money from the fund to completed projects.
3. Grants provided by this program are to be used for unforeseen circumstances to businesses having to either relocate or needing to expand. Because of limited monies available, priority for the grants will be awarded to businesses on a first come first serve basis that have submitted a building permit and are ready to move forward with upgrades with intention to occupy the property upon completion.

4. All applications will be date stamped and reviewed within one week.
5. Properties with active code enforcement violations will be prohibited from participation unless the proposed application will satisfy the violations and building occupancy is expected upon the conclusion of the project.
6. The total amount of monies **granted** to any one project shall not exceed 50% of the total cost of the qualifying project. Matched funds are intended for infrastructure upgrades.
7. The minimum match amount by the applicant for grant-funded projects shall be no less than 50% of the total cost of the project.

Grant Approval Process:

1. The applicant must submit a completed application and required detailed information with particulars on the feasibility of the project and the strength of the applicant in terms of reasonable prospect use of the building.
2. City staff will review completed applications and make its recommendation to the Grants Pass City Council. Final grant approval will be made by the City Council.
3. Grants Pass City Council reviews the application including recommendation from the City staff. The Council's decision will be made by adopting a Resolution authorizing the City Manager to make the approved grant to the applicant.
4. Money for the grant will be dispersed for upgrades as approved by Council; the building must pass all inspections (i.e. certificate of occupancy).



City of Grants Pass Business Retention and Relocation Assistance Grant Program

Applicant Name	Tax ID Number
Street Address	Phone Number
Mailing Address	
Business Name	
Business Owner	
Please provide the following information:	
Specific project outline for use of funds	
Total project cost (provide outline)	
Estimated completion date	
Amount of grant request	
The statements made herein are true and represent a total disclosure of all the information as of this date. Applicant understands that the City will retain this application and any other credit information the City receives, whether this grant request is approved. Applicant authorizes any person or consumer-reporting agency to complete and furnish to the City any information it may have or obtain in response to the City's credit or reference inquiries. Applicant further authorizes the City to provide information concerning Applicant's credit relationship to credit reporting agencies or other creditors.	
Applicant signature	Date