



CITY OF BEND

MEMO

To: Core Area Advisory Board

From: Jonathan Taylor, Urban Renewal Project Manager
Allison Platt, Core Area Project Manager

Date: 12/5/2023

Re: 2023 Core Area Business Assistance Applications

On October 27, 2023, the application period for the Core Area Business Assistance Program closed. The Bend Urban Renewal Agency received a total of seven applications: six (6) for the construction assistance and one (1) for design assistance. Total eligible funding requests exceed the approved budget for the program (\$100,000) by approximately \$68,900 and therefore the advisory board will need to decide on appropriate allocations of funds to projects based on application merit.

On the following page is a table break down of the applications received. Below are definitions of the columns presented:

Applicant: The name of the business(es) for the applicant located within the Core Area TIF District.

Address: The location of the registered business where the project will take place.

Business License: Does the business have an active license with the City of Bend (Yes or No).

Project: General description of the efforts in which funds will be applied to.

Project Cost: The total cost of all efforts associated with each application as indicated in the project's detailed budget.

Program Applying For: The Core Area Business Assistance Program has two modes in which applicants can request money: design assistance and construction assistance.

Amount Request: The grant amount requested by the business within the application.

Match Required: The amount the applicant must contribute as defined by the policies.

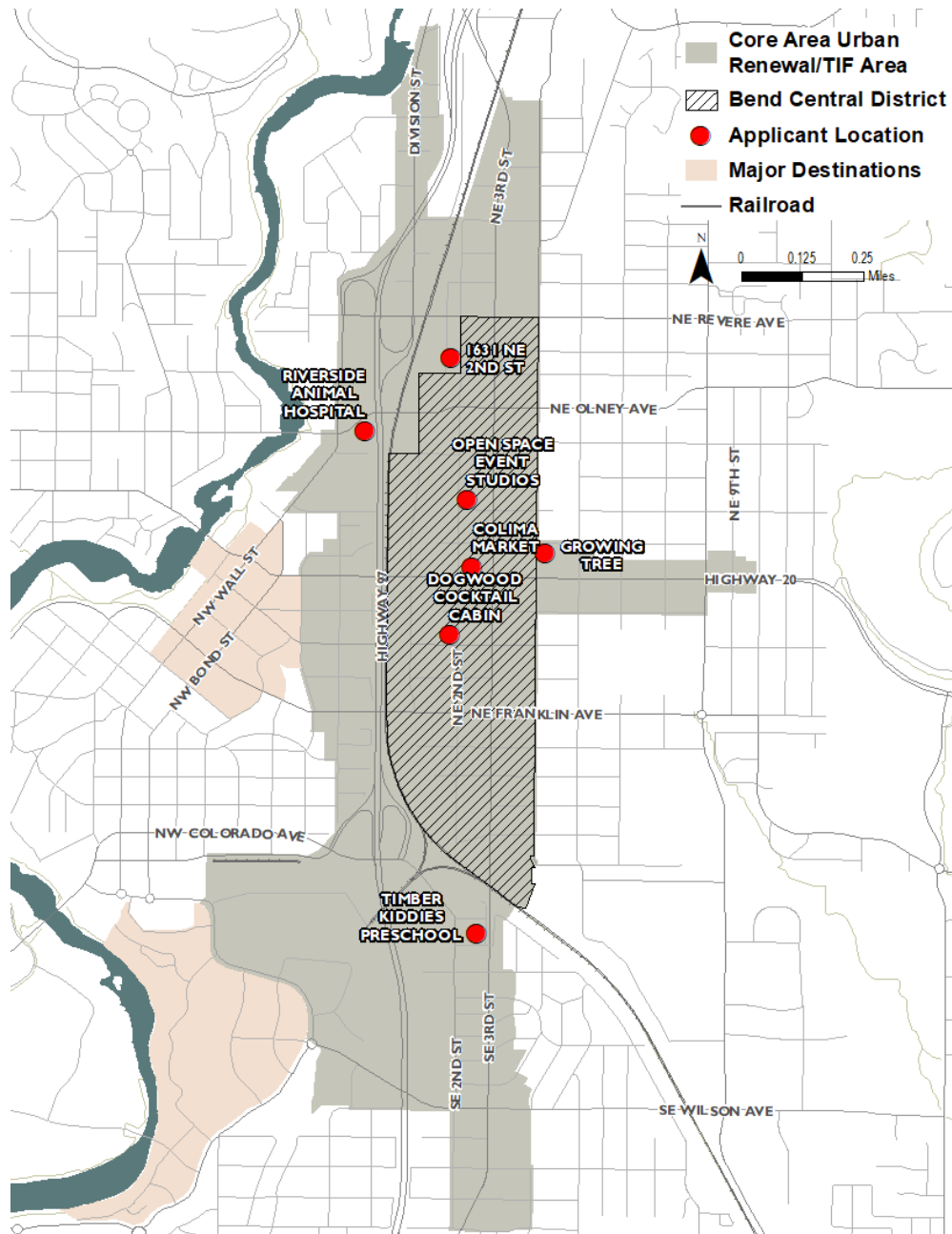


Max Funding Award: The amount that *could* be award to the applicant based on the program requirements.

Staff Recommendation: Initial recommendations and considerations from staff on each application

Staff have already verified that each applicant and project is located in the Core Tax Increment Finance (TIF) Area and meets the eligibility requirements for the Business Assistance Program. A map of the project locations in relation to the TIF area is shown below.

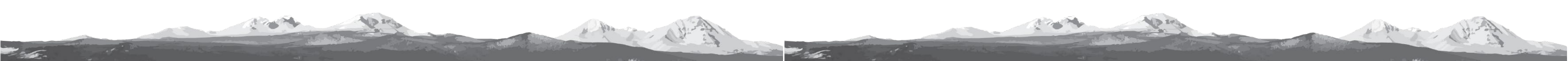
Map of Applicant Locations





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APPLICANT	ADDRESS	BUSINESS LICENSE?	PROJECT	TOTAL PROJECT COST	REQUEST	MATCH REQUIRED	MAX AWARD	RECOMMENDED FUNDING	STAFF RECOMMENDATION
DESIGN ASSISTANCE									
Riverside Animal Hospital	25 NW Olney Ave	Yes	Employee parking and landscaping improvements	Unknown	Up to \$7500 per Program Policy	n/a	\$7,500	Up to \$7,500	Incomplete application for Construction Assistance. After discussing the project with the applicant, the applicant has switched their application to apply for Design Assistance. Consider award for design assistance.
CONSTRUCTION ASSISTANCE									
Open Space Event Studios	204 NE Lafayette Ave; 220 NE Lafayette Ave	No	Pre-Construction Design for Change of Use	\$82,500 for Architectural/ Design Phase Only	\$50,000	50%	\$41,250 (based on project budget)	Up to \$41,250	Consider awarding funding (up to \$41,250) based on the application submitted. Award subject to completion of City of Bend business license registration. Minimum match required would be \$41,250.
Growing Tree	1080 NE 4th Street	No	Electrical service update to support ventilation safety upgrades	\$36,500	\$18,250	25%	\$27,375	\$18,250	Recommend funding at the amount requested (\$18,250). Award subject to completion of City of Bend business license registration. Minimum match required would be \$.
Colima Market	228 NE Greenwood Ave	Yes	Signage, exterior lighting, exterior paint, new exterior delivery door and lock.	\$32,850	\$25,000	25%	\$24,637	Up to \$24,637	Consider award funding of \$24,637.
Dogwood Cocktail Cabin	821 NE 2 nd Street	Yes	Permit fees for Tenant Improvements	\$252,000 \$141,600 of eligible expenses for Program	\$50,000	50%	\$50,000	Up to \$50,000	Consider award up to \$50,000 for eligible expenses only.
Owner of Building with following businesses: <ul style="list-style-type: none"> Ritual Beauty Bar The Puppy Parlor Broken Halo Salon Ajaye Beauty 	1631 NE 2nd Street	No	ADA Improvements, Signage, Lighting	\$23,004	\$	25%	Up to \$17,253	Up to \$17,253	Consider award up to \$17,253. Award subject to completion of City of Bend business license registration.
Timber Kiddies Preschool	129 SE 3rd Street	No	Various improvements: signage, fencing, add ceiling	\$14,365	\$10,000	0%	\$10,773	Up to \$10,000	Consider funding award up to \$10,000. Consider requirement of receiving state licensing prior to reimbursement for additional expenditures beyond licensing expenditures. Award subject to completion of City of Bend business registration. No match required.
TOTAL				\$441,219	\$183,750		\$179,507	\$168,890	





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Scoring Instructions:

City staff asked that all CAAB members review all seven applications and submit scores for each individual application to City staff by **Tuesday, December 12 at noon**. Instructions and materials for scoring applications will be sent to CAAB members by email.

Applications will be scored based on the following scoring criteria:

- 1) **CATALYTIC POTENTIAL:** Project has catalytic potential (0-30 pts)
- 2) **EQUITABLE OUTCOMES:** Primary beneficiaries of the project are a program priority (0-30pts)
- 3) **PROJECT NEED:** There is a demonstrated need for financial assistance (0-20 pts)
- 4) **NEAR-TERM IMPACT:** Investments can be made soon (0-20 pts)?

Preliminary scores will be discussed at the December 14, 2023 meeting to help facilitate funding awards.

CAAB Conflicts

Per the Business Assistance Program Policy, any CAAB members may not participate in funding deliberations or evaluate project applications if an applicant is a business with which they, a family member, or a client are associated, or if an applicant is located directly adjacent to a business or property of the CAAB member,

CAAB members who meet this conflict criteria may still attend the December 14 CAAB meeting, but are asked to abstain from discussion and deliberation during the Business Assistance Program agenda item.

NEXT STEPS

Based on preliminary scores, staff will develop preliminary funding scenarios for CAAB to consider at their December 14, 2023 meeting. If CAAB is able to develop final funding recommendations at the December 14 meeting to BURA, BURA is tentatively scheduled to consider funding awards at their January 17 meeting. CAAB may also establish a subcommittee to meet one final time this year to finalize funding recommendations. Subcommittee meeting to take place on either:

- Tuesday, December 19 from 9-11am
- Thursday, December 21 from 1-3pm

Alternatively, CAAB can provide direction to staff to finalize funding awards based on CAAB direction given at the meeting.

