



# Centralia Downtown Association Safety & Security Grant Program

## Introduction & Instructions

The Safety & Security Grant is offered by the Centralia Downtown Association, a Main Street Community. The CDA has established this program to encourage commercial property owners and business tenants in downtown Centralia to invest in lighting and other measures to improve the safety and security of their business and/or property.

Our grant program is funded in part by local businesses taking part in the Main Street Tax Incentive Program. Businesses can donate to the CDA and receive a tax credit in the amount of 75% of their donation the following calendar year. More information is available online at [downtowncentralia.org](http://downtowncentralia.org)

### **A. Who is eligible?**

1. Owner(s) of a business- Each business is eligible for up to 50% match of improvement costs to a maximum of \$1,000 grant funds (total project cost can exceed this threshold)
2. Owner(s) of a commercial building- Each building is eligible for up to 50% match of improvement costs, to a maximum of \$1,000 grant funds (total project cost can exceed this threshold)
3. A property with a lease or purchased under contract, if all parties to the lease or contract agree in writing to the improvements
4. Property owner with multiple properties may apply for separate funds to improve each property
5. Business owner with multiple business may apply for individual grants to improve each business
6. Business/building must be located within the CDA's "Main Street Program" area (see attached map on pg. 6)

### **B. What is eligible?**

Eligible grant expenses include exterior lighting, improved locks and locking systems, security camera systems and parts, video recording systems, security gates, and professional installation and labor fees.

**C. What grant funds are available?**

No more than \$1,000 total grant funds will be awarded to a single building or single business. The Centralia Downtown Association has a total of \$10,000 available during the grant round.

**D. When will grants be available?**

The application process will be open for as long as funding is available; funding cycle is based one calendar year and renewed on an annual basis.

**E. What are the limitations?**

Funds are intended for future work to be performed. Costs for project design may be included in the project budget submitted for the grant, but no other work should be complete.

**F. What is the Commitment & Project Schedule?**

1. The applicant (building or business owner) must agree to complete the project in a timely manner. After the Grant Committee review, the Centralia Downtown Association Board approval of an application qualifies a project for reimbursement.
2. The applicant has 120 days from the date of acceptance to commence work on the project. If the work has not commenced by that time, the applicant must notify the Grant Committee (or the CDA board) in writing of the delay and the intent to either:
  - a. **Withdraw from participation in the program without reimbursement for any out-of-pocket expenses; or**
  - b. **Initiate work by a proposed date (if agreed to and accept by the Grant Committee) with a project completion date no later than 180 days from the original date of acceptance.**
3. The project must be completed within 180 days of acceptance unless a time extension is approved. If the project will run past 180 days, the applicant must submit for a time extension in writing to the Grant Committee. This grant offering is not to be construed as a blanket offer of funds for any other project.
4. A project started before the design is approved and grant awarded will not be accepted, in which case the applicant must bear the full cost of the project or the cost of a redo that meets the design guidelines.
5. Changing the design without the CDA and City approvals voids the agreement and leaves the applicant(s) totally liable for the cost of the project, including reimbursement for the architectural fees.
6. Once the project is completed, the grant applicant will submit a final invoice(s) to the CDA for reimbursement; reimbursement is typically provided within 1 week of submission.

## **G. What is the application process?**

1. Applicants are encouraged to talk to the City Planning Department early on regarding their project to determine what City applications and permits are needed for their project.
2. Submit Grant Application and materials to [centraliadowntownassociation@gmail.com](mailto:centraliadowntownassociation@gmail.com)
3. Grant Committee reviews all applications and will forward approved applications to the CDA Board for final approval.
4. The CDA Board makes final decision for award of grants. Grant applicants are notified of the grant awards.
5. If not already in hand, the applicant is required to obtain all approvals, permits and/or letters of exemption from the City prior to the beginning of work. Failure to obtain City approvals, permits, or letters of exemption prior to beginning work will likely jeopardize some or all of the grant reimbursements for project costs.
6. Within 90 days of project completion, the applicant must submit receipts showing payment for all the project expenses to the Grant Committee, which reviews and makes a recommendation for payment to the CDA board.

A reimbursement check equal to 50% of the approved project expenses (grant will not exceed \$1,000 per project) in the name of the applicant(s) as stated on the grant application form will be delivered to the applicant within one week of the invoice(s) submission.

## **H. What is included in the application?**

Initial application submitted to the Grant Committee must include:

1. Safety & Security Grant Application Form Completed
2. Safety & Security Grant Agreement with signatures of the building owner (or owners) and applicable business/tenant with a designated storefront
3. Contractor bid estimates for proposed work and actual invoices for costs of the design work if applicable

## **I. Program Administration**

The Grant Committee is responsible for overseeing review of all applications and is responsible for administration of the grant program. The CDA Board awards grants and has final authority for the disbursement of funds.

## Please Address the following in your grant application

### J. What are the criteria for rating grant applications?

Award of a grant is a discretionary decision by The CDA based on the criteria below. Award of grants may also be competitive should there be more quality projects than funds available. It is not necessary to meet all criteria to have a project qualify for a grant.

1. **Critical Need.** Special consideration will be given if there is a safety risk to the public
2. **Historic Character.** The project will not detract from the historic character of the building or downtown Centralia.
3. **Location.** Project must be located in the Centralia Downtown Association's service area.
4. **Qualified Professionals and Contractors.** If project warrants the hiring of professional contractors, local vendors are preferred (and recommendations are available upon request).
5. **Completed Application.** Those grant applications that are complete will have preference over those that do not; first-come, first-approved.
6. **Ready for Start.**
  - a. If a building permit is required, a project that has received a building permit approval or a determination that the project is exempt from a building permit will have preference over those that do not yet have approval or exempt determination.
  - b. The project is shown to have a viable schedule for completion within 120 days of grant award.

## Need more information or resources?

- Contact the Centralia Downtown Association at 360.880.4648 or by email at [centraliadowntownassociation@gmail.com](mailto:centraliadowntownassociation@gmail.com)
- Contact the City Community Development Coordinator at 360.330.7662 or by email at [epierson@cityofcentralia.com](mailto:epierson@cityofcentralia.com)
- The WA State Office of Archaeology & Historic Preservation can be reached at 360.586.3076

## Centralia Downtown Association Safety & Security Grant Application

Date Received: \_\_\_\_\_

<b>PROJECT NAME</b>		
<b>GRANT FUND REQUEST</b>	\$	<i>Grant fund request is 50% match of total project cost, up to \$1,000</i>
<b>TOTAL PROJECT COST</b>	\$	
<b>PROJECT DESCRIPTION</b>		
<b>START DATE</b>		
<b>COMPLETION DATE</b>		
<b>SITE ADDRESS</b>		
<b>TAX PARCEL #(s)</b>		

<b>APPLICANT</b>	<input type="checkbox"/> <b>BUILDING OWNER</b> <input type="checkbox"/> <b>BUSINESS OWNER/TENANT</b>	
NAME:		DAY PH.
MAILING ADDRESS:		
E-MAIL:		CELL PH.

<b>CONTACT PERSON</b>	<input type="checkbox"/> <b>APPLICANT</b> <input type="checkbox"/> <b>DESIGN PROFESSIONAL</b> <input type="checkbox"/> <b>CONTRACTOR</b> <input type="checkbox"/> <b>OTHER: _____</b>	
NAME:		DAY PH.
MAILING ADDRESS:		
E-MAIL:		CELL PH.

**PLEASE INCLUDE THE FOLLOWING AS PART OF YOUR APPLICATION:**

- Completed Safety & Security Project Application Form
- Safety & Security Grant Agreement with signatures of the building owner (or owners) and applicable business/tenant with a designated storefront
- Contractor bid estimates for proposed work and actual invoices for costs of the design work if applicable



**Historical Downtown District**

## **Centralia Downtown Association Safety & Security Grant Agreement**

The undersigned building owner(s) and business owners/tenants(s) acknowledge the applicant

as \_\_\_\_\_ and affirms that:  
Applicant name(s)

1. The information submitted herein is true and accurate to the best of my (our) knowledge.
2. I (we) have read and understand The CDA Safety & Security Grant Program: introduction, requirements and conditions.
3. I (we) agree to comply with all requirements and conditions.
4. Grant award may be noted in CDA social media and press releases.

**A. Printed Property Owner Name\*:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\*Owner as determined by the Lewis County Tax Assessor's Office

**B. Printed Business Owner/Tenant**

**Name:** \_\_\_\_\_

**Address:**

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Business Owner/Tenant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

WA ST Business License #: \_\_\_\_\_

**C. Printed Business Owner/Tenant**

**Name:** \_\_\_\_\_

**Address:**  
\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Business Owner/Tenant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

WA ST Business License #: \_\_\_\_\_

**D. Printed Business Owner/Tenant**

**Name:** \_\_\_\_\_

**Address:**  
\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Business Owner/Tenant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

WA ST Business License #: \_\_\_\_\_