

CET Funding Request Application

Amount of Funding Requested

Please select if the proposal is requesting a loan or a grant from the City's CET Funds.

☐ Loan. Specify total amount: _____

☐ Grant. Specify total amount: _____

Type of Funding Requested

Please select if the proposal is requesting funds for affordable housing programs or developer incentives.

☐ **Developer Incentives**, pursuant to ORS 197.309(5)(c) and (d) and 197.309(7), including but not limited to: system development; land acquisition; and/or local public improvements required by municipal governments.

☐ **Affordable Housing Programs**, in accordance with Section 9, Chapter 59, Oregon Laws 2016, including but not limited to: Rent buy-downs and subsidies; Down-payment assistance; and/or Foreclosure-prevention assistance.

Applicant Information

Applicant is: ☐ Property Owner ☐ Organization ☐ Other _____

Applicant Name: _____ Phone: _____

Contact Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

If any member of the applicant team is currently a part of a City of McMinnville Board, Committee, Commission, or Council, please disclose who and which group they are a part of.

For Site-Specific Proposals

Site Information

Property Address: _____

Assessor Map No.: _____ Total Site Area: _____

Subdivision: _____ Block: _____ Lot: _____

Comprehensive Plan Designation: ☐ Residential ☐ Commercial ☐ Mixed Use Urban ☐ Industrial

Zoning Designation: ☐ R1 ☐ R2 ☐ R3 ☐ R4 ☐ R5 | ☐ C1 ☐ C2 ☐ C3 | ☐ M1 ☐ M2 ☐ ML

Site Description: _____

Property Owner Information

(If different than the applicant) Provide all property owner(s) information on separate sheet if necessary.

Property Owner Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

Owner Authorization Statements and Signature (for Site-Specific Proposals)

I/We, _____, am/are the legal owners of the subject parcel. I/We consent to the proposed project as it has been made with the free consent and in accordance with my/our desires.

Applicant Authorization

I/We, grant _____, permission to file and coordinate the proposal with the City of McMinnville.

Property Owner's Signature
(For site-specific proposals)

Date

Application Submittal

The following materials must be provided at the time of submittal, or the application will not be accepted for processing. Attach all pertinent information and additional pages, as necessary, for details.

- ☐ A completed Construction Excise Tax (CET) Funding Request Form
- ☐ Project Narrative
 - What type of housing will this proposal help support?
 - What is the demonstrated need for this type of housing?
 - How do you intend to continue the work or mission of this proposal, including strategies for future funding, after the award has been spent?
 - If your applicant team is submitting multiple programs/projects for funding, please describe the team's ability and capacity related to the proposals.
 - Is there capacity and resources available to successfully complete more than one project/program during the same time?
 - If capacity is limited, is there a project/program that you believe should be prioritized for funding?
 - Describe the different opportunities that each proposal provides.
 - For **Developer Incentives** funding-
 - New Construction: Summarize proposed development including square footage by proposed occupancy, proposed site improvements, other key project components.
 - Remodel/Reuse: If remodel/reuse - Describe all major building systems to be rehabilitated or replaced and proposed occupancy. If existing tenants will be affected describe plans to minimize impacts on tenants during construction.
 - For **Affordable Housing Programs** funding –
 - Summarize proposed program including program eligibility requirements, method/approach to reaching clients in need, and specific use of funds to support efforts.
 - Administrative costs supported by the CET funding shall not exceed 10% of the total award. Provide details on how funding will be used, and clearly define anticipated administrative costs to support the program.

- ☐ Response letter addressing all criteria outlined in “**Selection Criteria**”
 1. Completeness and Quality of Submittal Document
 2. Consistency with Purpose of CET Funding
 3. Readiness to Proceed
 4. Relevant Experience and Expertise of Applicant Team
 5. Financial Planning and Due Diligence
 - Resident Relocation Plan Criteria (Required, if applicable)
 - Bonus Categories for Priority Outcomes:
 - Efficient Leveraging of Funds, Serving Historically Marginalized Communities, Deeply Affordable Units, Affordable Homeownership, and Accessible Design
- ☐ Responses to demonstrate consistency with **Great Neighborhood Principles** (see Word document on webpage)
- ☐ Budgeted Project or Program Costs (Include when responding to “Selection Criteria: Financial Planning and Due Diligence”). Reminder - Administrative costs supported by the CET funding shall not exceed 10% of the total award.
- ☐ There may be additional materials, as determined by the Community Development Director, to illustrate compliance with applicable review criteria or to explain the details of the requested land use action.

(For Site-Specific Proposals)

- ☐ Site plan (of a reproducible size, legible, drawn to scale, with a north arrow) containing the following information:
 - Site address(s) and site tax lot number(s);
 - Existing and proposed property lines and lot area;
 - Location of existing and proposed easements, drainage, driveways, streets (adjacent to the site), and utilities;
 - Location, use, size, and setback from property lines of existing and proposed structures on the subject site; and
- ☐ Burden of proof for compliance with land use and zoning regulations
 - Land Use Allowance – describe if the proposed land use is permitted per the [Zoning Ordinance \(Title 17\)](https://www.mcminnvilleoregon.gov/sites/default/files/fileattachments/community_development/page/1341/zoning_ordinance_master_-_6-18-2026_with_bookmarks.pdf)¹, or what permitting process will be completed to conform with the zoning ordinance.
 - Special Designations – Describe if building or property has any applicable designations (Historic Resources, Design Overlays, District Plans), the “[Planning Web Application Map](https://www.mcminnvilleoregon.gov/engineering/page/publicly-accessible-web-maps)”² is a good resource to find this information. If applicable, submit a compliance strategy.

¹ https://www.mcminnvilleoregon.gov/sites/default/files/fileattachments/community_development/page/1341/zoning_ordinance_master_-_6-18-2026_with_bookmarks.pdf

² <https://www.mcminnvilleoregon.gov/engineering/page/publicly-accessible-web-maps>

I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.

Name (Printed)

Title

Applicant's Signature

Date