

To: TJ Sullivan

Subject: Capitol Improvement Project Grant Request

Good morning TJ. The following are the list of items I will need in order to prepare a grant commitment for Mark's approval consideration. Please let me know if you have any questions or need assistance, thank you, Sheri

1. Copy of Park Front LLC documentation. (I need to have a copy of the LLC document in order to verify who has the authority to sign the grant agreement)
2. Copy of a construction budget. (I understand this may change as you finalize the financing for the project)
3. We typically get a copy of the construction budget, and confirm the contractor is licensed. If you do not have this documentation available, please let me know and I will make the funding commitment conditioned upon receiving this prior to disbursement of any funds.
4. Our maximum grant funding is \$300,000, so we will need confirmation of the other funding sources that you have secured in order to cover the entire project costs estimated to be \$6.3M. A copy of a funding commitment from your bank will satisfy this requirement.
5. Please let me know how long you anticipate the project will take for completion so I can be sure the funding commitment term ties to this schedule. The amount of time for the project to start is 12 months with completion in 24 months. However, we can always process an extension if you need more time.

I thought it might be helpful if I attach the staff report and program guidelines so you can see the other details of the grant program as you move your project forward.

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