

**Livingston Urban Renewal Agency**

**Downtown Enhancement Grant Program  
Guidelines**

Adopted

March 2025

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# 1. BACKGROUND AND STATEMENT OF PURPOSE

The 2003 Livingston Urban Renewal Plan identified policies and goals of the Urban Renewal District to help alleviate certain conditions within the District. The identified goals were organized into several topic areas including: infrastructure; transportation; community amenities and public facilities; commercial development; residential development; and other lands.

In 2024, the City of Livingston adopted a Downtown Master Plan which covers the Urban Renewal District. The [Downtown Master Plan](#) identifies improvements within the District which are categorized as:

- A. Land Use, Building Form and Activation
- B. Parks and Open Space
- C. Streetscape and Mobility
- D. Arts and Culture
- E. Economic Development and Housing
- F. Third-spaces (non-residential or work spaces for gathering)

## 2. PROGRAM DETAILS

The Downtown Enhancements Grant Program is intended to provide a resource to encourage the implementation of the Downtown Master Plan elements in each of the categories identified above. The following provides guidance on several aspects of the program:

### A. ELIGIBLE PROJECTS

1. The Program is intended to encourage the implementation of the City's Downtown Master Plan within the Urban Renewal District. Applicants must provide a direct linkage between their project and a recommendation from the Downtown Master Plan. Funding preference shall be given to projects that can be initiated within 90 days of approval.
2. Applications must be submitted by parties with a real property interest (ownership or leasehold) in the affected property within the Urban Renewal District. Non-owners shall provide approval from owners of the subject property indicating how long the improvements shall be maintained in-place.
3. Projects must include all necessary permitting and regulatory requirements in their application.

### B. PROJECT FUNDING

There are two program payment options:

1. Reimbursement: The URA will reimburse the participant up to 75% of total project costs with a maximum grant amount of \$25,000 per project. The URA reimbursement will be based on actual costs incurred for the project. Reimbursement shall be made after completion of project work.

2. Direct Payment: In the event a project is approved for funding, the URA will fund participants for 100% of the project costs; provided, however, the total project costs do not exceed two thousand and no/100 dollars (\$2,000.00).

### **C. APPLICATION PROCESS**

1. Applications for funding shall include:
  - a. Description of location, including address within Urban Renewal District. Please include real property interest description (ownership, l- or lease arrangement, or written owner approval).
  - b. Description of project including plans, sketches and duration of project life.
  - c. Description of linkage to Downtown Master Plan recommendation.
  - d. Unexpired construction bids or product quotes for all work included in the project. Indirect costs, such as the owner's time, are not reimbursable.
2. The Urban Renewal Agency Board shall review all applications from eligible projects using the established criteria.

### **D. PROJECT IMPLEMENTATION**

1. Project Timelines
  - a. All projects shall be initiated within ninety (90) days of award.
  - b. Reimbursement of costs shall occur after project completion and may occur over several years as agreed upon by the URA and Applicant.
2. Access to Site and Records
  - a. The Urban Renewal Agency staff and consultants shall have the right to access the project location and observe the progress of work with five (5) days advance notice.
  - b. Access to all project records shall be provided to the Urban Renewal Agency upon request and not more than five (5) days after written request. Project records include those related to the construction cost and timeline.

## **3. SUPPORTING DOCUMENTS**

The Following forms and documents are to be used in the Downtown Enhancement Grant Program. Such forms and documents may be updated from time to time and the Urban Renewal Agency should be consulted to ensure that the appropriate forms are being used.

## A. APPLICATION FORM

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

Name of Applicant: \_\_\_\_\_

Email and Phone: \_\_\_\_\_

Project Location: \_\_\_\_\_

Direct Payment or Reimbursement: \_\_\_\_\_

Anticipated Project Start: \_\_\_\_\_

Anticipated Project Completion: \_\_\_\_\_

Project Description (include work to be performed, duration of project life, project cost, linkage to Downtown Master Plan):

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Attach

1. Construction bids and/or product quotes.
2. Plans or sketches showing project details.
3. Proof of Real Property Interest (Ownership, Leasehold Interest, or letter of owner approval).

I affirm that all information contained in the foregoing application to the Livingston Urban Renewal Agency's Downtown Enhancement Grant Program is true and correct.

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Printed Name of Applicant

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Signature of Authorized Agent

## B. PROJECT EVALUATION CRITERIA

The following criteria shall be used in the evaluation of applications to the Downtown Enhancement Grant Program.

Criteria	Rating or Compliance (1 [low] to 5 [high])
<b>Project Location</b> <i>Projects must be located in Urban Renewal District.</i>	
<b>Applicant Property Interest</b> <i>Applicants must own or have an arrangement to utilize property.</i>	
<b>Link to Downtown Master Plan Recommendation</b> <i>Eligible Projects must tie to a recommendation in the Plan.</i>	
<b>Reimbursement Amount and Percentage</b> <i>The URA will reimburse the participant up to 75% of the total project costs up to \$25,000.</i>	
<b>Project Commencement</b> <i>All projects shall be initiated within ninety (90) days of award.</i>	
<b>Duration of Project Improvements</b> <i>Projects with a longer duration will be scored higher.</i>	

### **C. OWNER PARTICIPATION AGREEMENT**

A sample Owner Participation Agreement is attached. Each project awarded funding from the Downtown Enhancement Grant Program shall be subject to such an agreement.

## D. EXAMPLES OF DOWNTOWN ENHANCEMENTS



Outdoor Parklets



Café and outdoor seating



Temporary Events



Outdoor Murals



Use of underutilized lots as pocket parks.



Public Amenities