

BUILD YOUR BUSINESS

with the

**BUSINESS
IMPROVEMENT
GRANT**



Receive a match up to

\$2,500!

**Guidelines and Application at
reedsportmainstreet.com**

Applications accepted year-round!*

Reedsport Main Street Program
541-271-3603

451 Winchester Ave Reedsport, OR 97467

* Applications are accepted year-round, but are reviewed on a quarterly basis. See our website for additional details.

Past projects include:

- New signage
 - Roof repairs
 - Exterior paint
 - Exterior lighting
 - Structural repairs
 - Facade improvements
 - Exterior murals
- ...and more!



Reedsport Main Street Program • 541-271-3603 x1005 • mainstreet@cityoffreedsport.org

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**THE 2021 REEDSPORT MAIN STREET BUSINESS IMPROVEMENT GRANT
GUIDELINES AND APPLICATION PROCESS**

WHAT IS THE BUSINESS IMPROVEMENT GRANT?

Buildings are the most important physical component of a business district, economically, functionally, and aesthetically. Recognizing this, the Reedsport Main Street Program, herein referred to as “RMSP”, and the City of Reedsport’s Urban Renewal Agency have partnered to offer the Business Improvement Grant, herein referred to as “BIG” to local business owners. The purpose of the grant is to assist in preserving and enhancing the buildings of Reedsport by providing financial assistance to those engaging in projects to develop their businesses through structural improvements.

The essential goals of the BIG are to provide financial assistance to property owners to:

1. Improve the structural integrity of buildings in the City of Reedsport.
2. Restore the functionality of these buildings.
3. Make the business and commercial districts more useful to local business owners and clientele.
4. Encourage additional business investment opportunity improvements.

ELIGIBLE PARTICIPANTS & PROJECTS

Any commercial property or business owner within the Reedsport City limits may apply; however, funding options may vary by location and are only available for small independently-owned businesses. Large corporations, banks, and franchises will not be eligible. Award is not limited to a single building - can be multiple buildings under one owner or jointly between adjoining properties.

Unapproved changes to the project that affect the eligibility criteria will make the grant invalid. If changes are desired, reevaluation and approval must first be obtained from RMSP.

The site proposed for any grant-funded improvements must not have any pending code enforcement action or be in violation of the adopted International Property Maintenance Code or any other City Code and Land Development Code regulations. The applicant is required to obtain all necessary permits as required for the project.



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The Reedsport Main Street Program reserves the right to request additional information if necessary for evaluation of the funding request and to modify the guidelines and rules as needed.

All projects must comply with all relevant local, state and federal laws and codes.

GENERAL ELIGIBLE PROJECTS

1. Professional design and engineering services, provided the project is completed within the terms of the agreement.

2. Exterior and interior improvements intended to restore and rehabilitate, include but are not limited to:

- Repair of Roofing
- Insulation
- Brick façade tuck pointing (involves repairing the mortar joints by coordinating the color of the mortar to match the brick, creating the illusion of very fine joints within the wall, and is ideal for historical buildings and brick structures where the mortar is noticeably wearing away)
- Window painting or repair
- Door painting or repair
- General storefront rehab or restoration
- Removal of false façade
- Upper façade restoration
- General abatement
- Accessibility improvements
- Restoration projects, including removal of slip sheathing or other treatments
- Exterior and Interior lighting
- Landscaping/planter boxes
- General painting or paint removal
- Murals
- Improved visibility of window displays



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GENERAL INELIGIBLE ACTIVITIES

- Ineligible projects and activities include, but are not limited to:
- Working capital
- Financing or inventory
- Financing of building acquisition
- Refinancing existing debt
- Inappropriate restoration activities such as adding a false façade, restorations that reduce the integrity and the strength of building structures, and changes to structure that can be disruptive to other businesses
- Sidewalk or parking improvements
- Inappropriate or non-approved design or materials such as bright colors that are distracting and materials or design elements that are not true to the original design approved
- Professional design and engineering services except as part of an approved project

MATCHING FUNDS

Private matching funds are required and can be matched with in-kind contributions (In-kind contributions are services, materials, equipment, or labor committed or received at a conservative value that would otherwise be paid from the project budget). Projects can be up to \$5,000 including grant, funded by 1:1 match (RMSP 50% Contribution/up to \$2,500). There is no minimum amount for total project cost.

Labor will be paid where licensed contractors perform the work. Otherwise labor will contribute towards the application match (\$27.20 an hour as of July 2020 according to the Independent Sector's value of volunteer time). Grant money is subject to the RMSP Board of Directors' approval. Funding is contingent on available funds

REIMBURSEMENT

Funds will be disbursed on a REIMBURSEMENT basis ONLY; accurate and timely receipts are required to receive funds. Receipts can include, but are not limited to, bills, invoices and receipts with proof of payment. Disbursement requests older than six months or from expenses incurred prior to application approval will not be honored. Applicant must pay for the total costs of materials and labor and then apply for reimbursement.



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90% of reimbursement funds will be available in this manner, with 10% being withheld until the final completion of the project and the fulfillment of the following Participation Criteria:

Applicant must participate in at least 2 Main Street Board or Committee meetings OR at least 1 meeting and 1 Main Street Program Event approved by the Board in order to receive last 10% of funding.

REEDSPORT DESIGN STANDARDS AND STYLE

The intent of the design standards is not to require all building improvements to look the same, but rather to require buildings to contain certain design elements in common to create a more unified overall appearance. (Please see "The Secretary of the Interior's Standards for Rehabilitation" at <https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm> .)

When selecting colors, the selection should be chosen from the "Historical Colors" by Sherman Williams (See <https://www.sherwin-williams.com/homeowners/historic-collection/interior-historic-colors> for interior colors and <https://www.sherwin-williams.com/homeowners/exterior-historic-colors> for exterior colors). **Paints do not need to be sourced from Sherman Williams, but must match colors.** Color schemes are available through our local hardware store or through a paint company. The BIG values high design standards and creativity while encouraging solutions that achieve these goals affordably so that business and property owners are benefited rather than burdened by the revitalization process.

SELECTION CRITERIA

- The RMSP will consider the following criteria when reviewing applications:
- Will the project add jobs?
- Will the project cause an unusable space to become useable?
- Is the project visible from Highway 101 or 38?
- Has applicant been awarded the BIG in the past?
- Is the project vital to the operations of the business?

APPLICATION

An agreement between the building owner and the RMSP must be included in the application. Use of local qualified contractors and suppliers is highly encouraged. Projects should generally be ready to proceed at time of application approval by RMSP. Applicants may only receive funds one time per 12-month period as funds are limited.



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HOW TO APPLY

1. Contact the Reedsport Main Street Program Coordinator for information.
2. Complete the brief application and agreement.
3. With your application, provide a description of the project, including color photos of the existing building conditions and sketches/photos/plans of the proposed improvements.
4. Provide a project budget, including grant amount, in-kind donation, and additional funding needed for each project item.
5. The RMSP will work with you to study possible solutions for your project. Design assistance must occur before the project begins.
6. After reaching final design plans, complete the application and submit it to the Main Street Board of Directors for approval.
7. Include copies of formal quotes, estimates, proposals, sales orders, etc. from contractors and retailers. If your project has many aspects and materials, you may provide the above for large items only.

The Reedsport Main Street Design Committee will review applications for completeness and determine if funding is to be recommended. Recommendations on grant applications will be made prior to the meeting of the Main Street Board of Directors. The Design Committee may approve qualifying grant applications and present those awards at the Main Street Board meeting. Applications are accepted year-round, and are reviewed by the committee the last week of every quarter (every 3-months). Two grants per quarter will be awarded, unless additional funds are available.

Please contact the RMSP Liaison with any further questions on the BIG at 541-271-3603 ext. 1005, or at mainstreet@cityofreedsport.org
Reedsport Main Street Program
451 Winchester Ave. Reedsport, OR 97467
www.ReedsportMainStreet.com

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Business Improvement Grant Program Application and Agreement

I. Applicant Information

Date: _____

Applicant Name: _____

Business Name: _____

Business Address: _____

(Business Address shall be the location for proposed improvements)

Mailing Address: _____

Telephone: _____

Email: _____

Is the applicant also the property owner?

Yes No (If no, owner must sign under "Owner Acknowledgment on page 7)

Are there any pending code enforcement or nuisance issues on the property?

Yes No Building Size (square ft): _____

Is the property currently for sale?

Yes No Number of tenants: _____

II. Project Descriptions

Please provide a description of the proposed projects (attach additional sheets if needed):

Please attach color photos of the existing building conditions and photos/sketches/plans for the proposed improvements. Plans for the proposed improvements do not need to be professionally engineered; however, they should be clear and to scale allowing staff to fully evaluate the request.



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III. Project Budget

Please provide estimated costs for the applicable project items below (*attach additional sheets with the required information if needed*) In-kind contribution wages should be documented as **\$27.20** per volunteer hour as established by the National Independent Sector as of July 2021. Professional design services are eligible expenses.

1. PROJECT NAME (include brief explanation) <i>Example: Paint front of building</i>					
ITEM work or material needed	A. IN-KIND DONATION materials or labor provided		B. ADDITIONAL FUNDING out-of- pocket payment	C. AMOUNT REQUESTED from RMSP grant	D. TOTAL COST FOR EACH ITEM add columns A—C
	Description	Value			
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
TOTALS – sum of columns		\$	\$	\$	\$

Contractor estimates must be provided with the application. Award funding reimbursement will not increase if final costs exceed initial estimates.



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Additional projects. Include totals on page 4, under “Total Funding for All Projects.”

2. PROJECT NAME (include brief explanation)					
ITEM work or material needed	A. IN-KIND DONATION materials or labor provided		B. ADDITIONAL FUNDING out-of- pocket payment	C. AMOUNT REQUESTED from RMSP grant	D. TOTAL COST FOR EACH ITEM add columns A–C
	Description	Value			
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
TOTALS – sum of columns		\$	\$	\$	\$



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Additional projects. Include totals on page 2 & 3, "Total Funding for All Projects."

3. PROJECT NAME (include brief explanation)					
ITEM work or material needed	A. IN-KIND DONATION materials or labor provided		B. ADDITIONAL FUNDING out-of- pocket payment	C. AMOUNT REQUESTED from RMSP grant	D. TOTAL COST FOR EACH ITEM add columns A—C
	Description	Value			
		\$	\$	\$	\$
		\$	\$	\$	\$
TOTALS – sum of columns		\$	\$	\$	\$

TOTAL FUNDING FOR ALL PROJECTS - Include totals from additional projects, if any.	A. In-Kind	B. Out-of-pocket	C. Grant	D. Total
	\$	\$	\$	\$

Please attach descriptions for additional projects, if needed.



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IV. Checklist and Certification

Please confirm that you have provided the following items by placing a check next to the item on the list. Incomplete applications cannot be accepted and will be returned to the applicant:

- _____ Completed application form
- _____ Color photographs of the existing building façade, showing all visible sides of the building from the highway
- _____ Photos, sketches, plans or other drawings showing the proposed improvements
- _____ Proof of property ownership or property owner notarized authorization (*only if applicant is not same as property owner*)
- _____ Proof of liability insurance on the property
- _____ Formal quotes/estimates for project costs from contractors/retailers.



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Applicant’s Certification:

I have read and understand this application and I hereby submit the application together with attached photos, plans and additional supporting documentation for the proposed project and understand that the RMSP must approve the application. All my property taxes, loans, liens and mortgage on the property are current and in good standing. I further understand that if I accept the award I will enter into an agreement with the RMSP and will comply with all of the requirements contained therein. No funding is guaranteed until a completed application is approved by the RMSP. At the discretion of the RMSP, I agree to allow the placement of a Program sign on my property for the duration of the project.

I agree to hold RMSP and the City harmless from and indemnify them for and against any and all claims which may be brought or raised against RMSP, the City, or any of its officers, representatives, agents or agencies regarding any matters relevant to the participant obligations under the grant.

I have read the above statements and acknowledge that they are true and complete to the best of my knowledge.

I understand that Program monies will not be reimbursed until the project is completed as approved and copies of all paid invoices/receipts are provided and accepted. The project must be completed within three months of grant approval or the approval funding shall expire.

Print Name

Signature of Applicant

Date

Mail completed applications to:
Reedsport Main Street Program
Business Improvement Grant
451 Winchester Ave.
Reedsport, OR 97467

Or email copy to: mainstreet@cityofreedsport.org



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Owner Acknowledgement: (only if applicant is not property owner) (must be notarized)

I, _____, am the registered owner of the property located at _____. I understand that my tenant is considering improvements under the City of Reedsport Main Street Façade Improvement Program, hereinafter referred to as "RMSP" and the City of Reedsport as "City".

I have received and reviewed the RMSP guidelines and application process. I agree to complete the proposed improvements to the building and property as submitted. I understand that I am financially responsible to complete these improvements as provided in the guidelines. I also understand that incomplete work or work that does not meet the grant criteria will not be reimbursed by this grant.

I agree to hold RMSP and the City harmless from and indemnify them for and against any and all claims which may be brought or raised against RMSP, the City, or any of its officers, representatives, agents or agencies regarding any matters relevant to the participant obligations under the grant.

I have read the above statements and acknowledge that they are true and complete to the best of my knowledge.

Print Name

Signature of Owner

Date

STATE OF OREGON

COUNTY OF DOUGLAS

THIS RECORD WAS ACKNOWLEDGED BEFORE ME ON THE _____ DAY OF _____, 2021 BY _____.

NOTARY PUBLIC, STATE OF OREGON