



Reedsport Main Street Program
City of Reedsport
451 Winchester Ave
541-271-3603 ext. 1005



THE 2022 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. With this in mind, the Reedsport Main Street Program, herein referred to as “RMSP”, and the City of Reedsport’s Urban Renewal District 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 commercial buildings in our community 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 commercial buildings in the City of Reedsport.
2. Restore the functionality of commercial buildings.
3. Make the business district more useful to business owners and clientele.
4. Encourage additional business investment opportunity and improvements.

ELIGIBLE PARTICIPANTS & PROJECTS

Any active business owner within the Reedsport Urban Renewal District may apply; however, funding is limited and preference will be given to businesses located within the downtown district for small independently-owned businesses. Large corporations, banks, and franchises will not be eligible. Project awards are not limited to a single building and can be multiple buildings under one owner or business.

If changes are desired after a proposed project has been approved for funding, reevaluation and approval must first be obtained from RMSP. Unapproved changes to the project that affect the eligibility criteria may result in the forfeiture of grant funds.

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, the Reedsport Municipal Code, Land Development Code regulations, or any other regulations, codes or laws governing the business. The applicant is required to obtain all necessary permits required for the project. The building must either have an active business operating at the location or be actively looking for a commercial tenant (i.e. for rent or lease); vacant store spaces will not be considered for funding. All projects must comply with all relevant local, state and federal laws and codes.

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.

GENERAL ELIGIBLE PROJECTS

1. Exterior and interior improvements intended to restore and rehabilitate, include but are not limited to:
 - Repair of Roofing, doors, windows and/or trim.
 - 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)
 - General storefront rehab or restoration
 - Removal of false façade
 - Upper façade restoration
 - General abatement
 - Accessibility (ADA) improvements
 - Restoration projects, including removal of slip sheathing or other treatments
 - Exterior and Interior lighting
 - Landscaping/planter boxes
 - General painting or paint removal, including windows and doors.
 - Murals
 - Improved visibility of window displays

GENERAL INELIGIBLE ACTIVITIES

1. 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
 - Professional design and engineering services except as part of an approved project

MATCHING FUNDS

Matching funds are required and can be met with in-kind contributions (such as services, materials, equipment, or labor committed or received at a conservative value that would otherwise be paid from the project budget). Projects can be greater or less than \$5,000, however funding from RMSP will not exceed 50% of the total project cost, or \$2,500.

Labor will be paid where licensed contractors perform the work. Otherwise labor will contribute towards the application match (\$28.54 an hour as of April 2021 according to the Independent Sector's value of volunteer time). Grant money is subject to the RMSP Board of Directors' approval and 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 at the completion of the project and fulfillment of the grant agreement.

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 should match an existing Sherwan Williams color.***

Color schemes are available through our local hardware store or online. The BIG values high design standards and creativity while encouraging solutions that achieve these goals affordably so that businesses and property owners are benefited rather than burdened by the revitalization process.

SELECTION CRITERIA

RMSP will consider the following criteria when reviewing applications:

1. Will the project add jobs?
2. Will the project cause an unusable space to become useable?
3. Is the project visible from Highway 101 or 38?
4. Has applicant been awarded the BIG in the past?
5. Is the project vital to the operations of the business?

APPLICATION

An agreement between the building and/or business owner and RMSP must be included in the application. Use of local qualified contractors and suppliers is highly encouraged, but not required. Projects should 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.

HOW TO APPLY

1. Complete the brief application and agreement.
2. 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.
3. Provide a project budget, including grant amount, in-kind donation, and additional funding needed for each project item.
4. MSP will work with you to study possible solutions for your project. Design assistance must occur before the project begins.
5. After reaching final design plans, complete the application and submit it to the Main Street Liaison for review.
6. Include copies of formal quotes, estimates, proposals, sales orders, etc. from contractors and retailers.

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 at the meeting of the Main Street Board of Directors; if recommendations are approved by the Board, applicants will receive a letter of award. Applications are accepted year-round, and are reviewed by the committee once every quarter (every 3-months). At least two grants per quarter will be awarded, unless additional funds are available.

If funding for projects outside of the Urban Renewal District become available, a special grant cycle will be provided for businesses to participate.

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