

# 2025 Oregon Main Street Revitalization Grant Pre-Application Questions

\* Required

## **Contact Information**

Property Owner Name \*

Business Name

Email \*

Phone Number \*

## **Project Information** *(Please be as thorough as possible when describing your project.)*

Project Title \*

Brief Description of Project \*

*Please describe the project in 1-2 sentences. You will have an opportunity to describe the project in more detail later in the application.*

Anticipated Project Start Date \*

Anticipated Project End Date \*

Property/Project Site Address \*

Property/Project Site Name (if available)

Please describe the project site, including a short description of the surrounding buildings and the setting of the project. \*

### **Financial Information and Budgeting**

Requested Amount \*

Match Amount (at least 30% of request amount) \*

Total Project Cost (Requested+Match) \*

Project Budget ([See Budget Example](#))

*Please provide a copy of your estimated project budget, including both **expenses** and **income sources** of funding. Budget should cover the **total cost** of the project. Specifically explain what parts of the project **the grant will fund** and what will be your **match**. The budget should be **grouped by category**, including the following if applicable:*

- **Contractor/Consultant** – If the contractor is providing materials & equipment, travel, etc. in their

*agreement you do not need to break out those categories in the finances section.*

- **Staff time** – *Indirect costs do not qualify for this grant. Grant administration CANNOT be funded by the grant, but does qualify as match, up to 4% of the award amount.*
- *Volunteer time*
- *Materials & equipment*
- *Printing, publication, & design*
- *Travel*
- *Organizational cash*
- *Donations*
- *Grants*
- *Other categories should be detailed as needed to ensure the Committee fully understands the project*

**NOTE:**

- *Only work directly on the building is eligible (including plans, engineering, and construction).*
- *Contractor/consultant costs - if the contractor is providing materials and equipment, travel, etc. in their agreement, you do not need to break out these categories in this budget*
- *Matching contributions - can be made in the form of cash, grants, in-kind donations, staff time, and/or volunteer time accrued after the project's start*
- *Staff time – Indirect costs do not qualify for this grant. Grant administration CANNOT be funded by the grant, but does qualify as match, up to 4% of the award amount.*
- *Only work directly on the building is eligible (including plans, engineering, and construction).*
- *Contingency is not allowed to be funded by grant dollars and cannot be considered part of the required match amount.*
- *Rates for volunteer services may not exceed Oregon minimum wage, except in those instances in which the volunteer is using their professional skills for the grant assisted work. For example, if a carpenter or bookkeeper donates carpentry or bookkeeping services to the project, these services may be valued at the hourly rate the carpenter or bookkeeper would normally charge.*

**The budget should be uploaded as an excel file or as a pdf.**

## **Project Summary**

*This section provides you with an opportunity to share more in-depth information regarding your project. Please answer each question as thoroughly as you can.*

### **Project Timeline \***

*List major benchmarks or tasks and approximate dates they will be completed.*

### **Property Use \***

*Select all types of resulting property uses that apply to the project. Check all that apply.*

- Housing
- Retail
- Community/Event Space
- Office
- Restaurant/Food Service
- Government/Public Service
- Other:

### **Project Description \***

*Describe the work that will be completed.*

### **Impacted Property Areas \***

*Select all areas on the building that will be repaired, replaced, or restored by the project. Check all that apply.*

- Roof – repair, replace, not applicable
- Structure – repair, replace, stabilize, not applicable
- Façade – repair, replace, restore, not applicable
- Windows/doors – repair or replace, not applicable
- Siding – repoint, repair, or replace, not applicable
- Other

## Impacted Property Areas

*If you would like to provide more information regarding which areas of the property are impacted, do so here.*

## Property Need \*

*Describe the need for this project on the property. Be sure to address need in terms of the property's current condition, historic significance, and value to the community.*

## Will original materials be removed from the property? \*

*Yes or No*

If you answered "yes" to the previous question, what materials are being removed and what are the replacement materials?

## Method of Completion \*

*Describe what methods will be used to complete the project, including who will do it and their qualifications, , i.e. general contractor, sub-contractors, architects, skilled volunteers, etc.*

## Following Standards for Rehabilitation \*

*Explain how the work will follow the Secretary of the Interior's Standards for Rehabilitation. For more information on these standards, visit*

<http://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>.

OR <https://www.nps.gov/crps/tps/rehab-guidelines/index.htm>

## **Community Impact**

*This section gives you an opportunity to detail how your project will impact the community. Please answer each question as thoroughly as you can.*

#### Community Support \*

*Describe any local partnerships you will leverage to complete this project. If you have any evidence of volunteer or community support, please explain.*

#### Impact for Community Revitalization \*

*Describe how this project will enhance community revitalization. Include projected business (e.g. increase in revenue), employment (e.g. increase in jobs), and quality of life improvements that will occur during the project's duration and after its completion.*

#### **Impact on Community Needs**

*In the sections below, indicate which needs this project will address (if applicable). Please do not respond to a need for which your project doesn't directly apply.*

##### Jobs and/or Job Retention

- *Explain the community's need for this project to support jobs and/or job retention. Consider job rates, types of desired jobs, disparity in downtown versus other areas of town, etc.*
- *Will this project create new jobs or retain current jobs? If so, how many and how? This may occur during the project or after its completion.*

##### Supporting Business on Main Street

- *Explain how this project will support new business or the retention of viable businesses on Main Street. Consider business types, open hours, market analysis, etc.*
- *Will the project create or retain a viable business on Main Street? How will the project achieve this?*

##### Rehabilitation of Properties

- *Explain the need for rehabilitation of properties on Main Street, including your project's property.*
- *Will the project increase the ratio of rehabilitated properties on the*

*block? How?*

#### Pedestrian Traffic

- *Explain how the project will impact pedestrian traffic. Possible evidence of need is tracking pedestrian activity at various times of day and various days of week and sharing goals for traffic.*
- *Will the project improve pedestrian traffic? In what way?*

#### Use of Upper Floor Spaces

- *Explain how this project will support the community's need for upper floor spaces. Explain the need for upper floor spaces.*
- *Will the project address the need for upper floor building use? How?*

#### Housing

- *Explain how this project will impact housing on Main Street. Consider community housing needs and rates, housing type (low-income, multi-family, density), number of units available, etc.*
- *Will the project address the need for housing? How?*

#### Lodging

- *Explain the need for lodging on Main Street. Consider the number of units available, tourism studies, demand, nearby attractions, etc.*
- *Will the project address the need for lodging? How?*

#### Increased Rent Rate

- *Explain the property's rent rate and why it should be increased (or not).*
- *Will the project increase rent rates on the block? How? By what amount?*

#### Increased Property Value

- *Explain the need for higher property values and how this project will impact those values.*
- *Will the project increase property values on the block? How? By what amount? What are current property*

*values?*

### **Supplemental Information**

Please provide any of the following information you have gathered for this project, including any other information you believe will be helpful for the Main Street Committee to consider.

- Detailed budgets- this budget should indicate specific project component costs. In some cases, this may be a construction contract.
- Work estimates
- Construction drawings, work plans, specifications
- Current photographs of property, including view with surrounding buildings, view with individual property, and views of detailed work areas
- Historic photographs of property, if applicable or available
- Letters of support from neighboring properties, businesses, etc.
- Resumes of key staff, volunteers, and contractors
- Property owner agreement (if the property is not owned by the applicant)