

OREGON MAIN STREET REVITALIZATION GRANT

2017 GUIDELINES

STATE HISTORIC PRESERVATION OFFICE, OREGON HERITAGE

The Oregon Main Revitalization Street Grant supports downtown revitalization efforts in communities participating in the Oregon Main Street Network.

The purpose of the program is to:

- Acquire, rehabilitate, and construct buildings on properties in designated downtown areas statewide; and
- Facilitate community revitalization that will lead to private investment, job creation or retention, establishing or expanding viable businesses, or creating a stronger tax base.

This grant is awarded annually until the Oregon Main Street Revitalization Grant Fund is expended. Grants must be submitted through the Oregon Parks and Recreation Department Grants Online program.

FINANCIAL INFORMATION: Grant funds may be awarded for amounts up to \$100,000. Grants may fund up to 70% of project costs. 30% of project costs must be matched. Match can be in the form of cash, in-kind donations, and/or volunteer time. The match requirement may include necessary project “soft” costs for professional services (i.e. architectural or engineering studies directly related to the project/property). Project costs that occur outside of the grant period do not qualify as match. This is a reimbursement grant, so a portion of the work must be completed and a report submitted before the funds are reimbursed to the grantee.

GRANT TIMELINE:

Application Deadline: March 17, 2017

Notification: May 5, 2017

Project Completion and Final Reporting Deadline: May 31, 2020

APPLICANT, PROPERTY, AND PROJECT ELIGIBILITY:

- Applicants
 - Must be organizations that participate in the Oregon Main Street Network. To find out if your organization is in the network visit www.oregonheritage.org. Oregon Main Street Network is the entity administered by the State Historic Preservation Officer designated under ORS 358.565 to provide assistance, training, and technical services to communities in Oregon desiring to strengthen, preserve, and revitalize their historic downtown commercial districts as defined in ORS 390.262(1)(b). Awards will be made to the applicant Main Street organization for disbursements to locally designated grant beneficiaries if the applicant is not the beneficiary of the grant.
 - Must demonstrate the past or prospective capacity to work with project leaders in designated local communities or downtown Main Street districts.
 - Must have the ability to receive and expend grant funds and manage all fiscal responsibilities.

- Property
 - Must be within a designated Main Street district boundary and in the primary focus area of the local downtown or neighborhood revitalization effort. A map defining the primary focus area must be submitted by the Oregon Main Street Network member organization to, and approved by, Oregon Main Street prior to submitting an application.
 - If applicant is not the owner, a letter of owner consent is required. A letter of support from the property owners of connected buildings will make a stronger application.
- Projects
 - Rehabilitation/Restoration of properties. This can include, but is not limited to:
 - Façade improvements (front, rear, side)
 - Upper floor interior rehab
 - Structural repairs/improvements
 - Code compliance
 - First floor interior rehab
 - Energy efficiency (window repair, insulation, awnings, etc.)
 - Single specific phase of a large rehab. The project must have a specific defined focus and clearly identifiable scope of work including start/end dates and milestones for completion.
 - Compatible new construction including building additions and new buildings with first floor commercial space and upper floor(s) commercial or residential space. Razing of an existing structure to allow for new construction will not be considered an eligible use of funds.
 - Rehabilitation/Restoration of multiple properties committed to a mutually agreed upon improvement. This may include, but is not limited to:
 - Improvements to the facades (front or rear) of a highly visible group or block of buildings
 - Installation of an elevator and common hallway linking several buildings
 - Handicapped accessibility improvements serving multiple buildings/storefronts like a common ramp or lift
 - Fire sprinkling of multiple properties with a central master control room
 - Energy efficiency/sustainability upgrades like green roofs for multiple buildings, geo-thermal well fields, etc.
 - Upper floor rehabilitation of a number of spaces for residential uses.
- Acquisition of properties within the designated district if a development plan is in place that meets the grant criteria.
- Projects using the Federal Rehabilitation Tax Credit program may not claim grant funds for the federal rehabilitation tax credits.
- Properties under Oregon's Special Assessment of Historic Properties program may qualify.
- All work must be consistent with the Secretary of the Interior's Standards for Rehabilitation of Historic Properties; see <http://www.nps.gov/history/hps/tps/tax/rhb/stand.htm> .

PRESERVATION REQUIREMENTS: The application must convey that all work will be consistent with the Secretary of the Interior's Standards for Rehabilitation of Historic Properties. If the building is not historic, the Standards for compatible additions within a historic district apply.

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

APPLICATION PROCESS

GRANT ANNOUNCEMENT: The grant application will be announced through various media outlets. Grant application information and online system instructions can be found at <http://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx>.

REGISTRATION FOR THE ONLINE APPLICATION SYSTEM: To access the application, register at oprdgrants.org. If you already have an account, then request through Kuri.Gill@oregon.gov or 503-986-0685 to add this grant option to your account. See online registration and application instructions for detailed directions to use the online grant system. [http://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx#Grant Planning, Application & Administration](http://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx#Grant_Planning,_Application_&_Administration)

The application must be complete and submitted online by the grant application deadline.

APPLICATION QUESTIONS: The following items will be required on the online application. Be sure to use the OPRD GrantsOnline instructions as you enter the information.

- Contact Information
 - Applicant – Enter the organization
 - Project Contact – This is the person we contact to discuss details of the project. If you are submitting the application, but you will not be the project contact, the project contact must have an account in the system to be entered. Please request an account or use the online registration to create one.
 - Address
 - Reimbursement Contact – This is the person who we contact to handle the financial side, an organization may have a person managing the books who is not the project contact. The reimbursement contact must have an account in the system to be entered. Please request an account or use the online registration to create one.
- Project Information
 - Project title – make a clear, short project title
 - Brief Project Description – please keep this brief and specific. State what the project is, not why it is important.
 - Project start date
 - Project end date
 - Site name – if the building has a name, or enter NA
 - Site city/town/area
 - Site county
 - Site description - provide a short description of the building(s) and the setting of the project.
 - Site acreage – enter NA, there is no need to provide this information
 - Latitude
 - Longitude
- Financial Information
 - Requested amount
 - Match amount
 - Total amount
 - Budget grouped by category

- Contractor/Consultant
 - Staff time
 - Volunteer time
 - Materials & equipment
 - Printing, publication, & design
 - Travel
 - Other (specify)
 - Budget must include both expenses and income sources of funding.
- Supplemental
 - General Information –
 - In which Oregon Main Street tier is the organization enrolled? Performing, Transforming, Exploring, Affiliate
<http://www.oregon.gov/oprd/HCD/SHPO/Pages/mainstreet.aspx>
 - Is the project in a Certified Local Government community?
<http://www.oregon.gov/oprd/HCD/SHPO/pages/clg.aspx>
 - Is the project in a local or National Register Historic District?
<http://heritagedata.prd.state.or.us/historic/>
 - Is the property listed in the National Register of Historic Places or contributing to a National Register historic district?
<http://heritagedata.prd.state.or.us/historic/>
 - Is the project also using the Federal Historic Preservation Tax Credit?
<http://heritagedata.prd.state.or.us/historic/>
 - Is the project using the Oregon Special Assessment of Historic Property program? <http://heritagedata.prd.state.or.us/historic/>
 - Is the project located entirely outside the acknowledged Portland Metropolitan Area Regional Urban Growth Boundary and the acknowledged urban growth boundaries of cities with population of 30,000 or more?
<http://www.oregonmetro.gov/urban-growth-boundary> or contact the city for boundary information
 - Community Need for Revitalization and Economic Development –
 - Describe the community need.
 - Provide information for the following measures. Use information from US Census Bureau. <https://www.census.gov/topics/income-poverty/poverty/data/data-tools.html>
 - Proportion of the households at or below federal poverty rate in the city, town or urban neighborhood where the designated downtown district is located.
 - Area median income in the city, town or urban neighborhood where the designated downtown district is located.
 - Percentage of renters in the city, town or urban neighborhood where the designated downtown district is located.
 - Percentage of persons in the surrounding community with weekly wages that are less than or equal to most recent federal poverty guidelines for a family of three.
 - What is the vacancy rate on the block, and in the Main Street District? Number of vacant buildings compared to occupied buildings.
 - Respond to all needs below that this project will address. Do not assume that awarded projects must address all needs.

- Need for new jobs and/or job retention. Explain the need and provide evidence for it. Consider job rates, type of desired jobs, disparity in downtown versus other areas of town, etc.
- Need for new or retention of a viable business in your downtown district. Explain the need and provide evidence for it. Consider business type, open hours, market analysis, etc.
- Need for rehabilitation of properties. Explain the ratio of buildings in good repair to those in disrepair on the block of the project.
- Need for pedestrian traffic. Explain the need and provide evidence for it. Possible evidence of need is tracking pedestrian activity at various times of day and various days of week and sharing goals for traffic.
- Need for use second floor spaces. Explain the need and provide evidence for it. Consider community housing needs and rates, housing type (low-income, multi-family, density), number of units available, customers for downtown businesses, etc.)
- Need for lodging. Explain the need and provide evidence for it. Consider number of units available tourism studies, demand, nearby attractions, etc.
- Need for increased rent rate on the block of the project. Explain the rent rate and why it should be increased.
- Need for increased property value for the properties on the block of the project. Share property values and explain the need.
- Value of this Project for Community Revitalization – Describe how this project will enhance community revitalization. Include projected business, employment and quality of life improvements both through the project completion and following completion.
 - Will the project address any of the poverty measures discussed in the community need for revitalization? If so, how?
 - Will the project address vacancy rates? If so, how?
 - Respond to all that you suggested in the need question
 - Will this project create new jobs or retain current jobs? If so, how many and how? Consider both during the project and after it is completed.
 - Will the project create or retain a viable business in your downtown district? How will it achieve this?
 - Will the project increase the ratio of rehabilitated properties on the block? How?
 - Will the project improve pedestrian traffic? In what way? Possible evidence of need is tracking pedestrian activity at various times of day and various days of week.
 - Will the project address the need of second floor building use? How?
 - Will the project address the need for lodging? How?
 - Will the project increase rent on the block? How? By what amount?
 - Will the project increase property values on the block? How? By what amount?
 - Relate this project and its potential impact to a downtown plan or specific goals for your organization? Be sure to discuss why this project is a priority based on your plan or goals.
- Need for the Project on the Property- Describe need in terms of the condition of the property, the historical significance of the property, the value of the property to the community.

- Value of Project on the Property – Describe how the project will address the needs of the property.
- Project Timeline - List your major benchmarks and approximate dates they will be completed.
- Project Detail - Describe the work that will be completed, how the work will be completed, materials that will be used and who will do it and their qualifications, i.e. general contractor, sub-contractors, architects, skilled volunteers, etc. Also explain how the work will follow the Secretary of the Interior’s Standards for Rehabilitation. <http://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>.
- Ability to Complete the Project - Describe your organization’s history and past successes related to this project, any partnerships on this project, volunteer or community support for this project, and any other evidence of your ability to complete the project. Explain your capacity to work with project leaders in designated local communities or downtown areas.
- Budget Narrative
 - Amount of private investment in this project – (provide the amount)
 - Explain the source of private investment in this project – provide all sources of the investment
 - Explain grant status, in-kind investments, estimates, etc.
- Attachments
 - Map of approved downtown area with project location indicated
 - Current photograph of property
 - Historic photograph of property
 - Letter of Main Street Designation
 - If not owned by applicant, agreement or letter of property owner partnership
 - Letters of support from neighboring properties
 - Work plans, drawings, specifications
 - Resumes of key staff and contractors
 - Detailed budget
 - Work Estimates
- Submission
 - Double check your application
 - Be sure to click submit, you will receive confirmation of the submission

GRANT AWARD PROCESS

GRANT REVIEW AND SELECTION: Following the grant deadline the application will be reviewed by staff to make sure it is complete. You will be contacted if the application needs any technical revision. Once applications pass the technical review a committee will review and score them using the following criteria and priorities.

CRITERIA:

- The community's level of need for main street revitalization and economic development.
- Anticipated results of how the project will enhance community revitalization.
- Level of support from the community for the project, considering level of Main Street participation and other evidence.
- The capability of the applicant to complete the project.
- Level of local investment based on the strength of the matching share.
- The work plan is well developed and described and the corresponding cost estimates are reasonable and supported.
- Level of capacity to work with project leaders in designated local communities or downtown areas including, but not limited to local officials, business and property owners, or other partners.
- Project location in the state.
- Consistency with the Secretary of the Interior's Standards for Rehabilitation of Historic Properties.

PRIORITIES:

- Projects in the Performing, Transforming, or Exploring tiers of the Oregon Main Street Network.
- Commercial buildings within designated Oregon Main Street Network communities that are also in Certified Local Government communities or local or National Register historic districts.
- Areas with the greatest need for designated Main Street area revitalization and economic development. These may include:
 - Proportion of households at or below federal poverty rate
 - Area median income
 - % renters
 - % persons with weekly wages that are less than or equal to most recent federal poverty guidelines for a family of 3
 - Building vacancy rates
 - Business rates
 - Housing rates
- A minimum of 50% of the funds go to rural areas.
 - Outside acknowledged Portland Metro Urban Growth boundary
 - Outside acknowledged urban growth boundary of cities with a population of 30,000 or more
- Projects with a well-prioritized, clearly explained work plan with an appropriate level of detail and realistic cost estimates.
- Projects located in traditionally underserved communities, including rural areas and communities that demonstrate significant financial barriers to redevelop or rehabilitate downtown areas.
- Geographic diversity.
- Project readiness, including matching dollar share in-hand.

GRANT AWARD: The grant award will be made by the State Historic Preservation Officer. Applicants will be notified by mail following the award decision.

GRANT AGREEMENT AND MANAGEMENT

GRANT AGREEMENT: Shortly after you are notified that you have been awarded a grant, you will receive a Grant Agreement. By signing the Grant Agreement, you attest acceptance of a state grant for the purposes outlined in your grant application and those outlined in the Agreement. This manual is considered to be part of your Grant Agreement. Some of the items in the Agreement include:

1. An approved Project Budget with line items specifying project expenses covered by grant funds and specific project expenses covered by the applicant match.
2. Grant starting date and grant completion & final report date.
3. Special conditions for the project.
4. Specific language for the acknowledgement of public funds provided by the State of Oregon.
5. Requirements for submitting reports and reimbursement requests.
6. Requirements for inspections and audits.

AMENDMENTS TO THE AGREEMENT:

You may not, without prior written approval from us, make changes that would substantively alter the scope of work stipulated in the Agreement, or make any changes that authorized the award of the grant. The contract was executed under the assumption that the work would be completed as agreed. If an issue arises that you think may require an amendment, contact us immediately.

GRANT MANAGEMENT:

Because the Grant Agreement involves the use of public funds from the State of Oregon, you are expected to follow certain requirements for their use. These requirements will affect consultant or contractor selection, public notices, work plans, progress reports and billings, project photographs, final reports and billings, and recordkeeping.

Consultants/Contractors

Evidence of competition for direct negotiated professional services of under \$10,000 is not mandatory.

Services and materials that cost \$10,000 to \$75,000 must show evidence of competition, including soliciting proposals from at least three potential contractors. We must approve your selection prior to the consultant or contractor being hired. Please check the references of any contractor you review. To obtain approval please send the following to the Grants Coordinator:

- How contractor was solicited;
- Summary of experience and qualifications; and
- Why contractor was selected (references, quality, previous work, time frame, cost, etc.)

Work Plans

Work plans must be approved by the State Historic Preservation Office before work begins. For approval submit the following to the Grants Coordinator:

If no changes have been made to the plan...

- An email indicating that the plan remains as proposed in the application

If the plan is different than the one proposed in the application...

- Before photographs
- Plan drawings
- Work description including materials, tools and processes to be used
- Timeline

Public Notice Requirement

It is in your best interest to spread the news about the grant award and the project progress. Upon grant award, at key project points and upon completion you should do the following.

- Send a news release to local media
- Inform your members and interested parties
- Post on social media
- Inform your public officials (local, state and federal)
- Have celebratory and/or informational events (construction tour, ribbon cutting, etc.)

During the life of the project, place a sign in a prominent and readable location on your site, stating: “This project has been funded in part by the State Historic Preservation Office Oregon Main Street Revitalization Grant, Oregon Parks and Recreation Department.” A simple temporary sign is acceptable; call the grant coordinator for suggestions. Include a photograph of the sign in place with your final report. Publicity about this project should also include this funding credit.

You may be asked to contribute to the Oregon Heritage Exchange blog following project completion.

Photographs

Before, during, and after photographs are required for the interim and final reports that request reimbursement. Photos are required in a digital format (300dpi or higher, jpeg or tiff).

GRANT REPORTING AND REIMBURSEMENT

GRANT REPORTING:

Interim reports: Grant reports are required quarterly. You will be sent emails reminding you to submit reports. Reports are submitted through OPRD GrantsOnline. Reports must include the current status of the project and summary of work completed, a timeline for completion, and any issues or challenges. Submit supporting attachments like photographs, professional review, inspection results, etc. Oregon Heritage staff will review and approve reports. A site visit may be required for approval. You will be notified if a site visit must be scheduled.

Final report: A final report is required within 45 days of completing the project or by the final deadline on your grant agreement, whichever is first. Reports are submitted through OPRD GrantsOnline. Reports must include a summary of work completed and any changes to the original plan. Submit additional documentation including:

- Photographs before, during and after the project is complete (300 dpi or higher),
- Contractor specifications and invoice, inspection report, and other evidence of work completed.
- Project Impact Form (Appendix A). If the project included more than one property, complete one form for each property.
- Grant Evaluation Form (Appendix B)

Oregon Heritage staff will review and approve reports. A site visit may be required for approval. You will be notified if a site visit must be scheduled.

See OPRD Grants Online Reporting & Reimbursement Instructions

[http://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx#Grant Planning, Application & Adminstration](http://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx#Grant_Planning_Application_&_Adminstration) for a detailed guided to completing your report online.

Project Impact Reports: Your organization will be required to submit an annual report for five years following grant completion. These results will help your organization and Oregon Heritage track the value of the project and the grant on community revitalization. This will be the same Project Impact Form (Appendix B) used for the final grant report.

Oregon Heritage staff will send reminders to submit the annual Project Impact Report.

GRANT REIMBURSEMENT: Grant funds are dispersed on a reimbursable basis. A project report and a reimbursement request are required to receive a reimbursement.

The reimbursement request must include expense information for the period the request covers. Submit the following attachments.

- Copies of invoices or receipts for expenses over \$500
- Itemized list of expenses under \$500
- Volunteer time tracking
- Staff time tracking
- Evidence of in-kind donation value
- See OPRD Grants Online Reporting & Reimbursement Instructions
[http://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx#Grant Planning, Application & Adminstration](http://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx#Grant_Planning_Application_&_Adminstration) for a detailed guided to completing your report online.

- DO NOT submit canceled checks as proof of payment. Only proof of expense is required.

Up to 20% of grant funds may be provided in advance for awards under \$20,000. The grantee will be required demonstrate matching funds and a clear plan and timeline to fund the entire project to receive an advance. Contact the Grants Coordinator if this is needed.

AUDITS: A field or desk audit may be made after completion of the project to verify your expenditures. The auditor will contact you several days in advance to arrange a convenient time if a field audit is necessary. To expedite this audit, all supporting documents should be readily available.

RECORD KEEPING: Keep records of your grant management for five years. For details about accounting procedures see Appendix C.

APPENDIX A

Oregon Main Street Revitalization Grant
Project Impact Report

Organization:

Grant #:

Project property address:

These questions were part of the grant application. Please compare the same measures over several years. Copy application and previous year information into the form and add the current year. Counts are for each year, please do not provide cumulative information.

	At time of Application	At time of Project Completion	Year 1	Year 2	Year 3	Year 4	Year 5
Oregon Main Street Network Level							
Is the project in a Certified Local Government community?							
Is the project in a local or National Register Historic District?							
Is the property listed in the National Register of Historic Places or contributing to a National Register historic district?							

Comments: Please provide detail about the any changes in the above categories (other programs, results from this project, etc.)

Community need & impact	Use information from US Census Bureau. https://www.census.gov/topics/income-poverty/poverty/data/data-tools.html Where more than one number applies, label and separate with /.						
	Application	Project Completion	Year 1	Year 2	Year 3	Year 4	Year 5
Proportion of households below federal poverty rate							
Area median income in the city, town, or							

urban neighborhood where the district is located							
Percentage of renters in the proposed project location and the city, town or urban neighborhood where the district is located							
Percentage of persons in the city, town, or urban neighborhood where the district is located with weekly wages that are less than or equal to most recent federal poverty guidelines for a family of three							

Comments: Provide any details about how this project impacted community need and other factors that may have impacted the results above.

District need & impact	Where more than one number applies, label and separate with /.						
	Application	Project Completion	Year 1	Year 2	Year 3	Year 4	Year 5
Vacancy rate on the block							
Vacancy in the Main Street District							
New jobs created							
Jobs retained							
New businesses created							
Businesses retained							
Ratio of buildings in good repair on the block							

Rate of pedestrian activity at the property (people per day) increased/decreased/stayed same							
Number of second floor housing units							
Number of lodging rooms available							
Rent rate on block of project							
Property values on block of project.							

Comments: Provide any details about how this project impacted community need and other factors that may have impacted the results above.

Final Comments: Please provide details about any other benefit to revitalization achieved with this project.

APPENDIX B

Oregon Heritage Grant Evaluation and Impact Form

Thank you for completing this form. This is valuable information we use to improve our programs and document their value. Don't worry if your project did not address some of the questions, we are attempting to track the performance of our grants overall. If you want to include additional detail, please use the comment boxes.

	Extremely	Good	Fair	Poor	Not At All
How manageable was the grant application?					
Comments:					
How manageable was the grant reporting?					
Comments:					
How manageable was the reimbursement process?					
Comments:					
How timely was the grant application, review, and award process?					
Comments:					
How timely was the grant report approval?					
Comments:					
How timely was the reimbursement process?					
Comments:					
How important was our staff expertise in the success of your project?					
Comments:					
How responsive was our staff in assisting you?					
Comments:					

Project Impact Form

	No	Yes
Did the grant directly affect your ability to complete the project? If yes, how?		
Comments:		
Did the project increase your		

organization's capacity to carry out its mission (volunteer training, board development, facility improvement, matching funds, staff hire, ability to continue work)? If yes, list the ways capacity was increased.		
Comments:		
Did the project result in new partnerships or strengthen existing partnerships (partner was engaged in at least 20% of the project)? If yes, provide details on partners engaged.		
Comments:		
Did the project include any paid staff time? If yes, provide number of hours and whether the hours were funded by the grant or match to the grant.		
Comments:		
Did the project fund an Oregon independent contractor, consultant, and/or business? If yes, provide number of companies and amount of dollars paid for the total project including grant funds.		
Comments:		
Did your organization promote the project? Provide type (newspaper, Facebook, tourism site, etc) and number.		
Comments:		
Did the project generate media? Provide type (newspaper, Facebook, tourism site, etc) and number.		
Comments:		
Did the project document historical site(s), artifacts, histories, oral histories, etc.? If yes, provide the type and a measurable number.		
Comments:		
Did the project preserve buildings, artifacts, histories, etc.		

<p>If yes provide the type and a measurable number. If you have a collection include the new ratio of preserved objects to prior to the project.</p>		
<p>Comments:</p>		
<p>Did the project engage your intended or primary audience? If yes, note your intended audience, the level of engagement and how it was measured.</p>		
<p>Comments:</p>		
<p>Did the project engage schools directly? This can include K-12 along with colleges and universities. If yes, how and what number of students and teachers.</p>		
<p>Comments:</p>		
<p>Did the project increase tourist draw to your organization or community? If yes, in what ways (new venue, exhibit, program, etc.)? Explain how this was measured and the level of increase.</p>		
<p>Comments:</p>		

APPENDIX C

RECOMMENDED ACCOUNTING PROCEDURES

In any program where reimbursement is requested for a portion of project costs, or matching share is claimed, adequate records are essential. There should be definite supporting evidence for EACH item of cost claimed, estimates are not sufficient. While these may not be required for reporting purposes, they are recommended for your record keeping in case of audit. The procedures below may not apply in every case, so look through them and identify and use those that are relevant to your project.

Contact Kuri Gill at Kuri.Gill@oregon.gov, or phone 503-986-0685 if you have questions.

To promote a better understanding of the records required and to avoid the possibility of having costs disallowed at the time of audit, the following accounting procedures are suggested:

- Establish a separate account for each agreement project.
- Maintain the account so that it includes the project name, and lists payment for salaries and wages, contracts, equipment, materials and supplies, and other items that conform to categories listed on the grant reimbursement request.
- Each entry in the account must be cross-referenced to a voucher, payroll invoice or other supporting document. Each payment must be supported by a cancelled check or warrant, available in the grantee's records in the event of an audit. DO NOT SUBMIT CANCELED CHECKS.

The following paragraphs provide you information about the specific budget categories:

Professional Contractor or Consultant

Proper contractor or consultant selection procedures must be followed and proper documentation maintained for audit, or contract costs are subject to disallowal.

Payments made by the grantee should be supported by a statement or invoice from the consultant. The consultant hours do not need to be broken down if contracted in a lump sum, since the consultant agreement should state a total contracted amount.

Payments made include fee for service, salary, per diem, payment for the travel, or other allowable services.

Employees

When a staff member is involved in a grant project, payrolls should be signed by an authorized person and wages paid should be supported by time and task tracking records for each employee. Records (daily, weekly, or monthly) must show total daily hours for each project and description of work performed. Fringe benefit rates should be developed using actual costs, and individual components should be identified. Documentation should show how rate or cost was derived. This amount must be traceable through the grantee's records.

Travel

State guidelines require that all mileage rates do not exceed the maximum state rate, which is generally the same as the standard Internal Revenue Service rate. The reimbursement request must show the name of the individual, time of departure and return, dates, mileage (odometer readings or locations),

meals claimed, and purpose. A copy of lodging receipts for overnight travel must be maintained. Contact Kuri Gill at Kuri.Gill@oregon.gov or (503)986-0685 for current rates.

Materials and Equipment

Value and Use of Owned Equipment

Equipment value (for owned equipment) should be supported by time records and by a schedule of hourly rates developed from actual historical costs, or in the event no previous cost data exists, from reasonable estimates of such factors as useful life, annual hours or use, insurance premiums, etc. These estimated rates must be adjusted each year based on the previous year's actual costs.

Equipment Rental (Outside)

Payments made by the grantee for equipment rented for specific project area are generally allowable under state regulations. Payments made by the grantee must be supported by a statement or invoice from the vendor that indicates the time period the equipment was rented.

Materials and Supplies

Supplies and materials charged to the project must be supported by supplier's invoices or receipts. The original or a photocopy of the cancelled checks must be available for a field audit. **DO NOT SUBMIT CANCELLED CHECKS IN YOUR REIMBURSEMENT REQUEST.**

Printing, Publication Design, etc.

If you make, design, or print a publication as part of your project, include those costs here. The costs can only be paid if a statement recognizing the grant contribution is included.

Value of Contributed Goods and Services

Valuation of In Kind Contributions from Third Parties

The value of labor, materials, equipment usage, etc., donated by sources other than the grantee may be included on the Payment Request Form only if documented. Documentation can be a sheet with work done and hours worked, recorded, and signed by the project manager and the volunteer.

a. Valuation of volunteer service

- Volunteer services may be furnished by professional and technical personnel, consultants, and other skilled and unskilled labor. Volunteered services may be counted as matching share if they are a necessary part of the project.
- Rates for volunteer services may not exceed 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.

In such cases, the donor must sign a brief statement that notes the donor's usual occupation, intent to donate their usual services, and the date. These statements are then submitted with the reimbursement request.

b. Donated Materials Invoices, where applicable, must be marked "donated" and signed, and submitted with the reimbursement request.

c. Donated Equipment Invoices, where applicable, must be marked "donated" and signed, and submitted with the reimbursement request.

APPENDIX D

Oregon Revised Statute

ORS 390.067 Note Sec. 34. Oregon Main Street Revitalization Grant Program. (1) For the biennium beginning July 1, 2015, at the request of the State Parks and Recreation Department, the State Treasurer may issue lottery bonds pursuant to ORS 286A.560 to 286A.585 in an amount that does not exceed \$2.5 million in net proceeds for the purposes described in subsection (2) of this section, plus an additional amount estimated by the State Treasurer to be necessary to pay bond-related costs.

(2) Net proceeds of lottery bonds issued under this section in an amount sufficient to provide \$2.5 million in net proceeds and interest earnings must be transferred to the department for deposit into the Oregon Main Street Revitalization Grant Program Fund established under section 2, chapter 831, Oregon Laws 2015 [390.264], to provide grants pursuant to section 1, chapter 831, Oregon Laws 2015 [390.262].

(3) The Legislative Assembly finds that the use of proceeds of lottery bonds issued pursuant to this section will create jobs, further economic development and enhance the economic vitality of Oregon downtowns and local communities by supporting projects that revitalize historic downtown commercial districts, redevelop and reuse existing buildings, facilitate small business relocation and expansion initiatives and provide assistance, training and technical services. [2015 c.812 §34]

390.262 Oregon Main Street Revitalization Grant Program; duties of State Parks and Recreation Department; project proposals; conditions; rules.

(1) As used in this section and ORS 390.264:

(a) "Area median income" means the median income for the metropolitan statistical area in which the proposed grant project is located, as determined by the Housing and Community Services Department, adjusted for household size.

(b) "Oregon Main Street Network" means the entity administered by the State Historic Preservation Officer designated under ORS 358.565 to provide assistance, training and technical services to communities in Oregon desiring to strengthen, preserve and revitalize their historic downtown commercial districts.

(c) "Rural area" means an area located entirely outside the acknowledged Portland Metropolitan Area Regional Urban Growth Boundary and the acknowledged urban growth boundaries of cities with populations of 30,000 or more.

(2) There is established in the State Parks and Recreation Department the Oregon Main Street Revitalization Grant Program for the purpose of providing grants on an annual, competitive basis from the Oregon Main Street Revitalization Grant Program Fund established under ORS 390.264 to be used for the following purposes:

(a) To acquire, rehabilitate and construct buildings on properties in designated downtown areas statewide; and

(b) To facilitate community revitalization that will lead to private investment, job creation or retention, establishing or expanding viable businesses or creating a stronger tax base.

(3)(a) For the purpose of making grants under the program, the department shall adopt a formula that:

(A) Provides for grant funds to be made available statewide while concentrating funds and resources in those areas of the state with the greatest need for main street revitalization and economic development; and

(B) Provides that a minimum of 50 percent of available grant funds will be reserved for projects in rural areas.

(b) In awarding grants under the program, the department shall give priority to grant proposals for projects that are located in traditionally underserved communities, including rural areas and communities that demonstrate significant financial barriers to efforts to redevelop or rehabilitate downtown areas.

(4) The department shall develop criteria to determine the eligibility of grant applicants and proposed projects. The criteria must require that applicants be organizations that participate in the Oregon Main Street Network and demonstrate the past or prospective capacity to work with project leaders in designated local communities or downtown areas.

(5) Project proposals submitted by grant applicants may include evidence of demonstrated need for main street revitalization and economic development by providing information about the economic character of the project, including but not limited to:

(a) The proportion of households at or below the federal poverty rate in the targeted project location and the surrounding community;

(b) The area median income in the proposed project location and surrounding community;

(c) The percentage of renters in the proposed project location and surrounding community; and

(d) The percentage of persons in the proposed project location and surrounding community with weekly wages that are less than or equal to the most recent federal poverty guidelines for a family of three that are applicable to Oregon residents and that are published annually in the Federal Register by the United States Department of Health and Human Services.

(6) The State Parks and Recreation Department shall:

(a) Provide technical assistance and project overview and monitoring for successful grant recipients; and

(b) Provide regular updates to other state agencies, including but not limited to the Oregon Business Development Department and the Department of Transportation, that have an interest in the implementation and administration of the program.

(7) Each grant awarded under this section shall require, as a condition of receiving funding, matching funds in an amount to be determined by the State Parks and Recreation Department.

(8) All amounts awarded as grants must be used by recipients, for the approved purposes set forth in successful grant applications, within three years of receipt of the funds. Any funds not expended within that time period must be returned to the department for deposit in the Oregon Main Street Revitalization Grant Program Fund.

(9) The department shall adopt rules to implement the program and the provisions of this section. The department may consult with the Oregon Business Development Department and the Department of Transportation in adopting the rules. [2015 c.831 §1]

Note: 390.262 and 390.264 were enacted into law by the Legislative Assembly but were not added to or made a part of ORS chapter 390 or any series therein by legislative action. See Preface to Oregon Revised Statutes for further explanation.

390.264 Oregon Main Street Revitalization Grant Program Fund.

(1) The Oregon Main Street Revitalization Grant Program Fund is established in the State Treasury, separate and distinct from the General Fund. Interest earned by the Oregon Main Street Revitalization Grant Program Fund shall be credited to the fund.

(2) Moneys in the fund consist of:

- (a) Amounts donated to the fund;
- (b) Amounts appropriated or otherwise transferred to the fund by the Legislative Assembly;
- (c) Amounts deposited in the fund;
- (d) Investment earnings received on moneys in the fund;
- (e) Unused grant moneys returned pursuant to ORS 390.262 (8); and
- (f) Other amounts deposited in the fund from any source.

APPENDIX E

Oregon Administrative Rule

736-056-0000

Purpose

(1) The purpose of this division is to establish the procedures and criteria that the State Parks and Recreation Department will use when awarding Oregon Main Street Revitalization Grant Funds as provided in ORS 390.262 and 390.264.

(2) Oregon Main Street Revitalization Grant Program Fund grant awards are to be used for the following purposes:

(a) To acquire, rehabilitate and construct buildings on properties in designated downtown areas statewide; and

(b) To facilitate community revitalization that will lead to private investment, job creation or retention, establishing or expanding viable business or creating a stronger tax base.

Stat. Auth.: ORS 390.124(1), 390.262(9)

Stats. Implemented: ORS 390.262, 390.264

Hist.: PRD 5-2016, f. & cert. ef. 9-21-16

736-056-0010

Definitions

The definitions provided in ORS 390.005 and 390.262 apply to this division, unless the context requires otherwise. In addition, the following definitions apply:

(1) "Department" means the Oregon Parks and Recreation Department (OPRD) as provided in ORS 390.005(2).

(2) "Designated downtown area" means the defined primary focus area for the local downtown or neighborhood revitalization effort submitted by the local Oregon Main Street Network member to and approved by Oregon Main Street.

(3) "Designated Local Communities" means the city, town, or urban neighborhood district that has a group, organization, or local government entity that has submitted an application and has been approved by Oregon Main Street to participate in the Oregon Main Street Network.

(4) "Grant" means an award from the Oregon Main Street Revitalization Grant Program.

(5) "Grantee" means the grant recipient who is legally capable of executing and which has executed a grant agreement for project awarded an Oregon Main Street Revitalization Grant.

(6) “Grant Review Committee” means the committee that reviews grant applications and makes funding recommendations to the Department.

(7) “Oregon Main Street Network” means the entity administered by the State Historic Preservation Officer designated under ORS 358.565 to provide assistance, training and technical services to communities in Oregon desiring to strengthen, preserve, and revitalize their historic downtown commercial districts as defined in ORS 390.262(1)(b).

(8) “Project completion” means satisfaction of all requirements of a grant agreement as determined after review or inspection by OPRD.

(9) “Rural area” means an area located entirely outside the acknowledged Portland Metropolitan Area Regional Urban Growth Boundary and the acknowledged urban growth boundaries of cities with population of 30,000 or more as defined in ORS 390.262(1)(c).

(10) “Surrounding community” is the city, town, or urban neighborhood district where the proposed project in the designated downtown area is located.

Stat. Auth.: ORS 390.124(1), 390.262(9)

Stats. Implemented: ORS 390.262, 390.264

Hist.: PRD 5-2016, f. & cert. ef. 9-21-16

736-056-0020

Eligible Applicants

In order to be eligible for a Main Street Revitalization Grant, applicants must:

- (1) Be a designated organization that participates at any level in the Oregon Main Street Network;
- (2) Demonstrate past or prospective capacity to work with stakeholders such as local officials, business owners, building owners, and other partners in designated local communities or designated downtown areas; and
- (3) Have the ability to receive and expend the grant funds and manage all fiscal responsibilities.

Stat. Auth.: ORS 390.124(1), 390.262(9)

Stats. Implemented: ORS 390.262, 390.264

Hist.: PRD 5-2016, f. & cert. ef. 9-21-16

736-056-0030

Application Procedure/Process

- (1) The Department shall announce through a variety of media the availability of, procedures for, deadlines, and other information for applying for Oregon Main Street Revitalization Grants.

(2) To apply for Oregon Main Street Revitalization Grants, applicants must submit their applications in a format prescribed by the Department by the specified deadline.

(3) Applications must demonstrate the following:

(a) The applicant is an eligible applicant as provided in OAR 736-056-0020.

(b) The proposed project is within a designated downtown area.

(c) The applicant is capable of carrying out the proposed project.

(d) The proposed project would facilitate community revitalization.

(e) The community need for revitalization and economic development:

(A) Community is in a traditionally underserved area, rural area, or has significant financial barriers to improve downtown areas.

(B) Economic factors may include percentage of renters and wage and income rates in the proposed project location and surrounding community.

(f) The proposed project would be consistent with the Secretary of the Interior's Standards for Rehabilitation of Historic Properties.

(g) There are sources of additional funding sufficient to complete the project.

(h) Evidence that the property owner understands and agrees with the proposed project.

(4) The Department will request that applicants include measures to demonstrate the effectiveness of the Oregon Main Street Revitalization Grant. These may include business creation or expansion, job creation or retention, vacancy rates, business mix, housing, or creation of a stronger tax base.

Stat. Auth.: ORS 390.124(1), 390.262(9)

Stats. Implemented: ORS 390.262, 390.264

Hist.: PRD 5-2016, f. & cert. ef. 9-21-16

736-056-0040

Evaluation of Applications

(1) Eligible applications received by the announced deadlines shall be evaluated by the Department.

(2) The Department shall include review criteria in grant guidelines, manual, or application for each new grant cycle.

(3) The Department will establish a Grant Review Committee to review grant applications and provide recommendations for funding to the Department. The Department shall invite the Oregon Department

of Transportation and Business Oregon to provide representatives to serve on a review committee. The committee may include representatives of the Department of Land Conservation and Development, Main Street organizations, historic preservation specialists or other appropriate experts.

(4) The Grant Review Committee shall score the applications based on the evaluation criteria and then rank applications in order of priority based on a formula considering:

(a) The community's need for main street revitalization and economic development which may include but is not limited to wage and income rates.

(b) The anticipated results of the proposed project in revitalizing the community which may include but is not limited to private investment, job creation or retention, establishing or expanding viable businesses, or creating a stronger tax base.

(c) The community's level of support of the project as evidenced by the applicant's level of participation in Oregon Main Street or other evidence.

(d) The applicant's capability to work with stakeholders such as local officials, business owners, building owners, or other partners in designated local communities or designated downtown areas.

(e) The applicant's capability of carrying out the proposed project.

(f) The level of investment demonstrated through matching funds and source of funds.

(g) The location of the project within the state (a minimum of 50 percent of available grant funds are reserved for projects in rural areas).

(h) Compliance with any other criteria contained in the grant announcement, handbook, or application.

Stat. Auth.: ORS 390.124(1), 390.262(9)

Stats. Implemented: ORS 390.262, 390.264

Hist.: PRD 5-2016, f. & cert. ef. 9-21-16

736-056-0050

Award of Grants

(1) The State Historic Preservation Officer described in ORS 358.565 shall award the grants.

(2) The department will establish maximum and minimum grant award limitations. These will be published in grant guidelines, manual, or application for each new grant cycle.

(3) All awards will be subject to binding agreements between the Department and Grantee.

(4) Grant agreements shall specify the terms and conditions of the grant award, generally including:

- (a) The total project costs, the match or share to be provided, and the amount of the grant;
- (b) A statement of work to be accomplished;
- (c) The products to be delivered;
- (d) A timeline that details when the grant-assisted project may begin, a schedule for accomplishing work, and deadlines for delivering products and completing the project;
- (e) The process to complete reimbursement requests;
- (f) The measures of project impact at project completion and at one year following project completion; and
- (g) The requirement that Grantee comply with applicable local, state, and federal law and obtain all necessary permits.

(5) The State Historic Preservation Officer may award grant funds to acquire, rehabilitate, or construct buildings, or any combination thereof, to a Grantee. The Grantee is not required to have an ownership interest in the subject property.

Stat. Auth.: ORS 390.124(1), 390.262(9)
Stats. Implemented: ORS 390.262, 390.264
Hist.: PRD 5-2016, f. & cert. ef. 9-21-16

736-056-0060

Disbursement of Grant Funds

The Department will distribute grant funds to Grantees on a reimbursable basis after submission of billings on approved schedules specified in grant agreements. When requested by the Department, Grantees shall supply additional information to substantiate billings. The Department may disburse grant funds in advance if Grantees can demonstrate a compelling need.

Stat. Auth.: ORS 390.124(1), 390.262(9)
Stats. Implemented: ORS 390.262, 390.264
Hist.: PRD 5-2016, f. & cert. ef. 9-21-16

736-056-0070

Suspension or Termination of Agreement and Recovery of Grant Funds

(1) Notice of suspension or termination of grant agreement shall be sent by registered letter to grantee at address listed in the agreement. The notice shall include recourse (if any) for Grantee to remedy project deficiencies.

(2) If Grantees have received funds in advance but are unable to complete approved projects to the Department's satisfaction or within the three-year timeframe, the Department shall require the Grantees to return all unexpended grant funds.

(3) Grantees shall maintain records adequate for audit purposes for a period of not less than five years after project completion and shall reimburse the Department for any costs disqualified through audit findings.

Stat. Auth.: ORS 390.124(1), 390.262(9)

Stats. Implemented: ORS 390.262, 390.264

Hist.: PRD 5-2016, f. & cert. ef. 9-21-16

736-056-0080

Grant Impact

(1) The Department will establish measures to demonstrate the effectiveness of the Oregon Main Street Revitalization Grant; these may include business creation or retention, job creation or retention, vacancy rates, business mix, and housing.

(2) The Department will include the required measures in the grant guidelines, manual, or application for each new grant cycle.

(3) Grantees will submit this information with the grant application, with the grant completion report, and subsequent to project completion as specified in the grant agreement. For five years following project completion, Department staff may request additional information regarding the project's impact.

Stat. Auth.: ORS 390.124(1), 390.262(9)

Stats. Implemented: ORS 390.262, 390.264

Hist.: PRD 5-2016, f. & cert. ef. 9-21-16