**1st Quarter: January 1 – March 31/ 2nd Quarter: April 1 – June 30 / 3rd Quarter: July 1- Sept. 30 / 4th Quarter: Oct. 1-Dec. 31**

***Report Due By:*** **April 10, July 10, Oct. 10, Jan. 10**

***Main Street District:*** *Click or tap here to enter text*

All Performing Main Street organizations must submit a quarterly report to Oregon Main Street. Please complete and submit the requested information to Oregon Main Street by the due date shown. Report only those items completed in your project area within this reporting period.

**Section 1: Tracking Businesses and Housing**

Enter any business that started, relocated, or expanded into and within the Main Street District during this reporting period.

[ ]  *none this reporting period*

| ***Address*** | ***Type*** | ***Origin*** | ***# Employees*** |
| --- | --- | --- | --- |
| *Enter business address* | *Choose type:* | *Choose* *origin*: | *Enter #*  |

Enter any business that closed or relocated out of the Main Street District during this reporting period.

[ ]  *none this reporting period*

| ***Address*** | ***Type*** | ***Length of Time in District*** | ***# Employees*** |
| --- | --- | --- | --- |
| *Enter business address* | *Choose type:* | *(years, months, etc.)*  | *Enter #*  |

Housing: Enter any housing units that were new or closed during this reporting period.

[ ]  *none this reporting period*

| ***Address*** | ***Status*** | ***Types of Units*** | ***# of Units*** |
| --- | --- | --- | --- |
| *Enter business address* | *Choose status:* | *Choose unit type:* | *Select #* |

**Section 2: Tracking Building and Property Change**

Enter any interior or exterior building renovation projects that were completed during this reporting period.

[ ]  *none this reporting period*

| ***Address*** | ***Scope of Work*** *(check all that apply)* | ***Total $ Invested*** |
| --- | --- | --- |
| *Enter business address* | [ ]  Tax Credit [ ]  Awning [ ]  Front Façade [ ]  Interior: Commercial [ ]  Sign [ ]  Other Exterior [ ]  Interior: Residential | *$ amount* |

Enter any other property changes that happened during this reporting period, such as new construction or loss of property.

[ ]  *none this reporting period*

| ***Address*** | ***Type of Change*** | ***Est Cost of Change*** |
| --- | --- | --- |
| *Enter business address* | *Choose type of change to property:* | *$ amount* |

**Section 3: Public Improvements**

Enter any public improvement projects that were completed during this reporting period.

[ ]  *none this reporting period*

|  |  |  |
| --- | --- | --- |
| ***Public Entity*** *(company, organization, individual, etc.)* | ***Project Description*** *(streetscape, relocation, etc.)* | ***Total $ Invested*** |
| *(who’s doing the project)* | *(what’s being done)* | *$ amount* |

**Section 4: Tracking Program Activity**

How many hours were volunteered this quarter? *Enter hours*

| ***Program Commentary*** *- Describe any critical issues, problems, and/or successes during this reporting period. If applicable, provide a list of goals**and any challenges anticipated in the future.* |
| --- |
| *Click or tap here to enter text.* |

**Section 5: Tracking Committee Activity**

Committee Commentary - Include any activities recently completed by the committee as well as other information the committee would like to share.

| ***Organization:*** |
| --- |
| *Click or tap here to enter text.* |

| ***Promotion:*** |
| --- |
| *Click or tap here to enter text.* |

| ***Design:*** |
| --- |
| *Click or tap here to enter text.* |

| ***Economic Restructuring:*** |
| --- |
| *Click or tap here to enter text.* |

| ***Anything Else?*** |
| --- |
| *Click or tap here to enter text.* |

***Submitted by:***       ***Date:***

***Attachments:*** *Please email electronic copies of new or updated materials including:*

* Updated officers/board list if there are any changes since your last report
* New organizational materials (updated bylaws, brochures, newsletters, logos, etc.)
* PDFs of promotional materials (event posters, brochures, etc.)