



Oregon Main Street Revitalization Grant 2025

Oakridge Uptown Business Revitalization Association Request for Expressions of Interest

The Uptown Business & Revitalization Authority (UBRA) is actively seeking qualified partners with grant-eligible capital projects in the Oakridge Uptown Commercial District to apply for up to \$400,000 of Oregon Main Street funds.

RESPONSE SUBMITTAL INFORMATION

Please submit six (6) printed copies and one (1) digital copy (via a USB memory stick or emailed to uptownrevitalization@gmail.com) of materials in a bound or enveloped package with a cover label as shown below by no later than **Friday, October 11, 2024 at 5:00 p.m.(PST)** to the 76463 Pine St, Oakridge, OR 97463. Materials can be mailed or handed in person to an UBRA Board Member at the above address on or before Friday, October 11, 2024 between 9:00am and 5:00pm. Late responses will not be accepted unless for emergent or extenuating circumstances. UBRA and the partner selection committee reserves the right to reject applications at will.

Example Label

To:	UBRA Evaluation Committee
From:	<i>Name of Proposer Lead Point of Contact, email and direct phone number</i>
Date:	<i>Date Submitted</i>
Re:	Response to RFEI, Partners for OMSRG Grant 2025 Application

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About the Grant Opportunity

The following is a brief summary of the key points of the grant opportunity, however respondents are highly encouraged to read the full 2025 Grant Information Sheet¹ in its entirety before submitting a response to this RFEI.

The Oregon Main Street Revitalization Grant ("the grant") was created by the Oregon State Legislature in 2016 to support downtown revitalization efforts in communities participating in the Oregon Main Street Network. It is managed under the State Historic Preservation Office. Only organizations participating in the Oregon Main Street Network may apply.

The purpose of this 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 and retention, establishing or expanding viable businesses, or creating a stronger tax base.

Key Financial Information

Grants may be awarded for amounts up to \$400,000. The Grant reimburses the qualified partner on monies spent, (after the match), related to the identified improvements, in line with Grantor's scheduled reporting guidelines.

About UBRA

The Uptown Business & Revitalization Association (UBRA; <https://www.oakridgeubra.org/>) is a volunteer-run, membership organization serving to galvanize the social, economic, and cultural capital of Oakridge's Uptown district to foster pride among residents and businesses.

UBRA's board and leadership team also helps to educate businesses and property owners in matters of preservation, promotion, and finance. We support recruitment of new businesses and tenants to reduce vacancy and diversify the retail mix. UBRA also seeks to aid in the acquisition, renovation, or adaptive reuse of historic buildings, such as through leading a successful award of the Oregon Main Street Revitalization Grant.



¹ See here: <https://www.oregon.gov/oprd/OH/Documents/2025ORMainStreetRevitalizationGrantInformation.pdf>

For the past 2 funding cycles, UBRA has sought to usher this competitive award in the community but we have yet to successfully galvanize a partner and project which meet key criteria. This year we are taking a more focused and facilitative approach to finding partner(s) and project(s) early, and collaboratively developing one or multiple applications to bring this vital investment into our community.

Property Eligibility

You and your subject property must meet the following minimum requirements to be eligible:

- ✓ Must be within a the Oregon Main Street's approved Uptown District Boundary (see map on last page of this document).
- ✓ The current and future (if acquiring) owner must be willing to sign an agreement with UBRA to submit with the application.
- ✓ Neighboring property owners do not oppose the project (You will support efforts to acquire letters of support from them.)

Eligible Projects & Uses of Funds

A complete list of eligible projects is included on page 3 of the 2025 Grant information document. The following is a list of general categories of proposed improvements which should be used within your response to outline the project scope of work:

- **Acquisition** of properties in the District IF a development plan is in place that meets grant criteria (criteria below and on page 3-4 of 2025 Grant information)
- **Plans** or architectural, engineering or design documents may be funded IF they are only a portion of the total work to be funded. They cannot be the only proposed use of funds. And they must be for plans specific to the proposed improvements delineated in the project scope of work.
- **New Construction** of compatible buildings or additions. Can include ground floor commercial, upper floor residential space. Demolition for new construction is an eligible use of funds.
- **Exterior/Envelope** improvements or upgrades (facade improvements, structural repairs, ADA improvements which are attached to the building, adding a structural element such as an elevator, fire sprinkling or energy efficiency upgrades like green roofs) for one or multiple buildings on a block.
- **Interior improvements** or rehabilitation on one or multiple floors (not FFE).
- Any above which relate to improvements for code compliance.
- Any above uses which are a single phase of a larger project, but the phase for which you request funding must have a clearly defined scope with its own separate start and end dates for completion.

Not eligible uses:

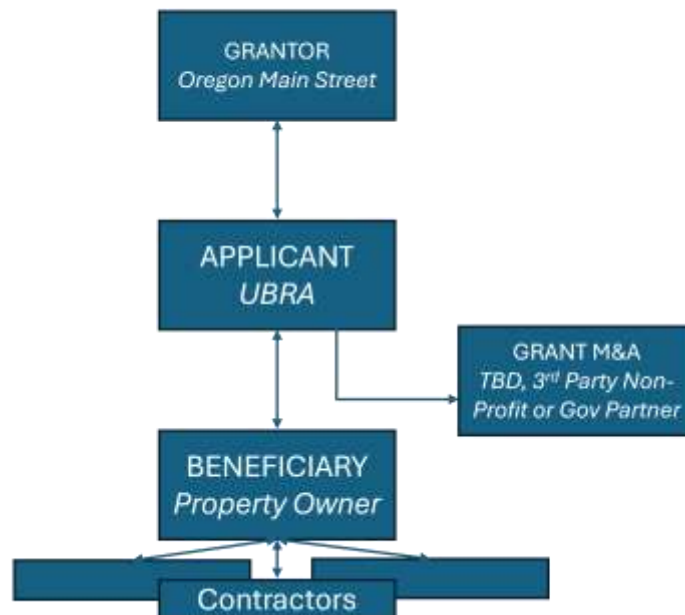
- Generally anything not attached to the building.

- ADA improvements which are NOT attached to the building (such as sidewalks)
- Patios, parking lots, exterior features for food trucks, furnishings
- Removal of historic buildings unless condition merits it.
- Non-historic materials on historic buildings.
- Plans and designs alone; must only be a portion of the project.
- Any project using Federal Rehab Tax Credits may not claim grant funds.

Grant Team

UBRA will be the applicant for the grant application to the State. If you are responding to this RFEI, **you and/or your business entity would be a beneficiary** of the grant and a partner to UBRA by leading implementation of the project, but **UBRA will be the applicant** for the grant. If awarded, UBRA will enter into binding agreements with the State; therefore UBRA will also require property owners to sign an agreement with UBRA prior to submitting the grant (to be included in the application). UBRA reserves the right to also enlist or engage an additional fiscal agent partner organization to support management and administration of grant funds. Below is a diagram of the Grant Team for the application to OMS.

Grant Execution Org Chart



Important Dates

The following table summarizes the key dates associated with this call for interested parties and the formal grant submittal through the final grant reporting deadline in 2028. Please note the timeline related to this RFEI process.

Date	Activity
Oct 11, 2024, 5pm	Complete response to RFEI & Submit to UBRA
Week of 10/21	Finalist candidates will be notified and invited for an approximately 1-2 hour interview with the selection committee. <i>At least one, but no more than four, representatives from groups responding must attend.</i>
Week of 10/28	RFEI respondents will be notified of the final decision.
Jan 9, 2025, 1-4p	OMS-hosted Grant Orientation Workshop <i>At least one representative from groups responding must attend.</i>
March 13, 2025, 11:59p	Grant Submittal deadline
May 2025	Notification from OMS
July 1, 2025 (est)	Projects may start (after agreements are executed and funds are available)
July 22, 2025, 10-11a	Grant Progress and Reimbursement Request Workshop
March 31, 2028	Final Reporting Deadline. Projects MUST be complete on or before this date. Reporting must continue until the final reporting deadline regardless of when the funded project was complete.
1 Year post-completion	Final Project Impact report

RFEI Response Information

Our Priorities

UBRA is open to a wide array of projects and possibilities, and seeks to make this pre-selection process easy and accessible to as many teams and projects as are eligible. However, these applications take a lot of time for all parties to gather all necessary materials and establish a strong working relationship with the selected partner(s). To maximize the limited time available, we are opening this call for interested partners by asking the minimal amount of information necessary to identify strong applications. At this stage of application development, we are looking for partners with:

- (1) the necessary skills and experience to do the proposed work;

- (2) a commitment to the community and the 3-year reporting requirements (regardless of how quickly the work is completed);
- (3) a strong conceptual picture of what they propose to do which aligns with community needs and market realities;
- (4) a fairly accurate picture of the proposed budget (not requiring architectural drawings or bids yet, though more of these details will be required by submittal in March 2025);
- (5) available match funds or ability to demonstrate they will meet match requirements.

Once selection is made, you can expect to be highly involved with UBRA in preparing all necessary materials. You will enter into an agreement with UBRA to partner on implementation and ensure all financial and progress reporting guidelines will be met. Should the application receive funding, UBRA and partners are both expected to be compliant and diligent in all financial and reporting matters through the life cycle of the grant.

UBRA will assess projects of interested parties based on two sets of criteria: (1) OMS stated criteria, and (2) alignment with UBRA's organizational goals and plans found in attachments.

What to Include in your response

A complete response must include all of the following listed items on 8.5"x11" pages with no smaller than size 10pt font, single spaced. Fonts may be Arial, Calibri, Times New Roman or other simple, largely available fonts to prevent issues with formatting.

1. **Cover Letter** (not to exceed 1 page) which includes: a statement of interest in partnering with UBRA to submit a complete application; location of the proposed project; brief description of project plan; total requested grant amount; confirmation of availability of matching funds; identification of all persons or entities party to the proposal; signature by a project lead/point of contact and contact information (phone and email).
2. **Proposer Qualifications:** max 1-2 page bio and/or resume of proposer and all parties with voting or signing authority; list each individual and/or the team's real estate development or construction experience or experience with grants or complex project financing.
3. **Project Vision:** max 3 pages. Describe the current state of proposed project/site; plans for future uses and any known or planned tenants (businesses or persons); how it may impact the neighboring or surrounding properties; how it will increase community vitality. Describe how the proposer has arrived at a reasonable or data-informed assumption that the proposed uses align with market trends and realities.
 - a. We recommend framing these impacts using UBRA's Build Your Dream Downtown Vision 4 Key Themes and strategies document found in the attachments.
4. **Subject Property Information:**

- a. **Land Use Compatibility Statement:** Review the attached map of the OMS funding district). Review attached City of Oakridge Zoning Code corresponding to the target parcel of your proposed project (Articles 3, 7, and 9 are all included in the attachments). Be sure to review sections related to out-right permitted uses as well as those which would require a conditional use permit. State how the future use of the proposed project are or are not allowable under current zoning. Project located within the Old Town District must also adhere and address City of Oakridge Oldtown District design standards (also included in attachments).
 - b. **Disclosure of Liens, Litigation or Debt:** State any outstanding debts, liens, or currently ongoing or anticipated litigation associated with the property/properties.
5. **High Level Scope of Work & Concept Plan:** A written representation of the specific improvements to be made to the project site. Please adhere to eligibility requirements. Note any likely phasing plan associated and whether the grant will fund all or part of any phases or the whole project. Inclusion of visuals would be very helpful, even if 2-dimensional, black and white. If example photos of another project are used, please specify what elements in the photo will be adopted and which will not.
6. **High Level Budget:** at this stage, construction level drawings or bids are not required, though they are helpful to include if they are available and dated within the last 6-12 months. An informed estimate (especially for grant-eligible costs) is sufficient. If phasing the project, not expenditures by item/phase or % completion.
7. **Summary of Engagement:** If any discussions have taken place with neighboring property owners, local officials, or other businesses and community members on the project, please state their level of support.

We understand that 2 weeks is a tight deadline for a multi-page application. This RFEI process is meant to quickly identify projects so that we (the proposing group and UBRA) can spend more time in the coming months working to collaboratively develop a more competitive, robust, and eligible application. A response which meets the minimum page requirements and directly addressing items requested in the response is sufficient. Just tell us who you are and your ideas. They should make sense and reflect sufficient detail to convey exactly what is asked for in this RFEI.

Submittal Process

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Helpful Links from Oregon Main Street

Oregon Main Street Revitalization Grant 2025 Guidelines

<https://www.oregon.gov/oprd/OH/Documents/2025ORMainStreetRevitalizationGrantInformation.pdf>

Guide for Prepping to Apply for the OMSRG

<https://www.oregon.gov/oprd/OH/Documents/PreppingOregonMainStreetRevitalizationGrant.pdf>

Note: this guide does not accurately reflect all of the program details for the 2025 grant, however it remains a useful resource on general guidelines for applying organizations.

List of Attachments

Click each to access files for download

1. [City of Oakridge Zoning Code, Articles 4, 7, and 9](#)
2. [City of Oakridge Old Town Design Standards](#)
3. [UBRA Build Your Dream Downtown Vision](#)
4. [Map of Uptown Zoning & OMS Funding District](#)