

TRT BLOCK GRANT PROGRAM

The Goal is to Beautify our City using Transient Room Tax

TRT program targets all properties in the Up Town & Highway 58 Business Districts.

- Maximum reimbursement is \$500 or 50% of project costs.
- All TRT request for Reimbursements should be submitted upon completion of the project.
- Copy of all receipts along with before and after photos are required for grant consideration.
- Grants are offered on a first come, first serve bases and must be submitted within the same fiscal year (July-July)
- For further details and requirements please contact the City of Oakridge to obtain the project criteria.

Steps for Participating

1. Submit completed TRT application to the City Administrator
2. Take 1 photo of project BEFORE work begins
3. Purchase supplies and complete project
4. Take 1 photo of project AFTER work is complete
5. Submit completed request for reimbursement form to the City Administrator, also email before and after photos along with receipts.
6. Receive reimbursement within 30 days



CITY OF OAKRIDGE

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Oakridge OR 97463
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City of Oakridge
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Oakridge, Oregon 97463
Phone: 541-782-2258 FAX: 541-782-1081
Transient Room Tax Block Grant Program
Project Criteria

GOAL:

To use Transient Room Tax funds to beautify the City, by specifically targeting the properties in the Up Town District (C-2) and the Highway 58 Business District (C-3) requiring assistance for minor renovations, building maintenance, lot maintenance to include striping and landscaping.

OBJECTIVE:

1. Attraction of visitors to rural communities through presentation of well maintained business district properties.
2. Use of the TRT Block Grant program to promote visits and stays.
3. Promote return visits to Oakridge and Lane County communities.

CRITERIA:

1. Increase the number of visits to Oakridge and rural Lane County by improving the attractiveness of the Properties in the Up Town Business District and the Highway 58 Commercial District within the City of Oakridge through beautification.
2. Maximum reimbursement amount is 50% of project cost up to \$500 per project. For example, if the cost of the project is \$100, the business owner can request up to \$50 for reimbursement from the City. If the cost of a project is \$1000, the property owner can request up to \$500 for reimbursement from the City. A TRT Request for Reimbursement form and a copy of receipts should be submitted upon completion of the project in order to receive the funds. All request for reimbursements must be submitted within the same Fiscal Year that the funds were allocated.
3. A property owner can present a project to the City Administrator using the TRT Project Application request form. All requests must be turned into the City on an approved application. Property owners will be advised within ten (10) business days if their requests were approved.
4. The funds for this program will be allocated annually during the City of Oakridge Budget process. The requests will be taken as a first come first serve basis until all funds have been allocated.
5. One (1) picture before and one (1) picture after work is completed. The pictures will be emailed to cityadministrator@ci.oakridge.or.us with TRT Block Grant in the e mail subject line or submitted with the request for reimbursement form.

6. Projects eligible for the program include, but are not limited to, minor exterior renovations, building maintenance, lot maintenance (including striping), and landscaping.
7. Please follow the below listed steps to participate in the City of Oakridge TRT Block Grant Program.

Step 1: Complete TRT Project Application for and submit to the City Administrator or his/her designee.

Step 2: After approval take one (1) photo of the project area before work begins.

Step 3: Purchase supplies and complete project. Save all receipts for reimbursement.

Step 4: Take one (1) photo of the project area after work is complete.

Step 5: Complete TRT request for reimbursement form. Submit to City Administrator or designee with all receipts of funds spent. Also, email before and after photos to the email address above or include them with your reimbursement request.

Step 6: Receive reimbursement check after processing reimbursement documents within 30 days.

I understand that I must abide by these guide lines and the conditions outlined in the TRT Block Grant Application.

TRT PROJECT BUDGET

Project: _____

Property Owner: _____

Project Address & _____

Mailing Address: _____

Contact Person: _____

Phone: _____

Email address _____

Fax Number: _____

Budget Category	Expenses		Dollar Amount Reimbursement Requested
Personnel	\$		\$
Equipment/Supplies	\$		\$
Other	\$		\$
Total	\$		\$
Funds Requested	\$		\$

Prepared by: _____

Title: _____

Signature of Point
of Contact: _____

Title: _____

Note:

This Project Budget must be submitted in the original grant application.

TRT REQUEST FOR REIMBURSEMENT

Project: _____

Property Owner: _____

Project Address & _____

Mailing Address: _____

Contact Person: _____

Phone: _____

Email address _____

Fax Number: _____

Budget Category	Expenses	Documentation Attached?	Reimbursement Requested*
Personnel			\$
Equipment/Supplies	\$		\$
Other	\$		\$
Total	\$		\$
Funds Requested	\$		\$

Prepared by: _____

Title: _____

Signature of Point
of Contact: _____

Title: _____

*** Amounts Requested for Reimbursement must have adequate supporting documentation.**