



Madras Redevelopment Commission

125 SW "E" Street, Madras, Oregon, 97741

Phone: 541-475-2344 Fax: 541-475-3959

An Equal Opportunity Provider

Paint Grant Program Vendor Instructions

The Madras Redevelopment Commission (MRC) will be issuing grants to businesses to repaint the exterior of their building. Only buildings located in the Madras Urban Renewal District are eligible for grant funding. Grant funds will be awarded starting August 13, 2012 and ending June 30, 2013. Up to \$1500.00 of grant funding will be awarded to each applicant.

The instructions below are to assist you working with grant applicants. Should there be questions from your staff or an applicant at any time, please refer them to the City of Madras Community Development Department at 541-475-3388.

What do you need to do?

PRIOR TO APPROVAL:

1. Ask the applicant to provide you an overview of their project.
2. Develop an itemized quote/invoice with the following information:
 - a. product name
 - b. quantity
 - c. unit price
 - d. total cost
 - e. Name of staff member who prepared invoice
3. Provide a copy of the itemized quote/invoice to the applicant to include in their application.

****Please only include materials that are necessary to complete the proposed project****

IF THE GRANT APPLICATION IS APPROVED:

1. The applicant will return the approved itemized quote/invoice to you (vendor) with a City of Madras Purchase Order Number (PO number).
2. The vendor will issue the applicant the materials specified on the quote/invoice.
3. The vendor will invoice the City of Madras for the materials obtained by the applicant. Please note on the invoice "Paint Grant Program".

Eligible expenses for grant funds:

- Masking Tape
- Drop cloths/paper/plastic
- Hand tools (brushes, scraper, etc.)
- Rental costs for paint sprayers
- Paint primer
- Paint
- Paint brushes & rollers
- Paint pans & buckets
- Masonry preparation/preservation materials
- Wood preparation/preservation materials
- Other materials may be eligible expenses, but subject to City of Madras approval.

What you DO NOT need to do?

1. Determine if the applicant is located in the Madras Urban Renewal District. Please refer them to the City of Madras Community Development Department (541-475-3388).
2. Determine which materials may be purchased under the Paint Grant Program. For such questions, please refer applicants to the City of Madras Community Development Department at 541-475-3388.