

Attachments

Applications are reviewed for completeness before scoring. An application missing a required attachment may be returned or deemed ineligible. Three attachments are encouraged rather than required, and are marked below: an application is not incomplete without them, but they are the evidence several scoring criteria rely on, and an application that omits them may not be able to reach the higher scoring bands. Applicants who cannot supply one are encouraged to describe the same information in the relevant narrative answer instead.

Attachment	Applies to	Notes
Oregon Certificate of Existence	All	Current, showing good standing.
Letters of support (minimum three)	All	From residents, businesses, non-profits, or government entities within the Port district.
Completed Project Budget Sheet	All	Section 3 template. Sources must equal Uses.
Documentation of committed match	All	Bank statement, board resolution, award letter, loan commitment, or signed in-kind pledge.
Evidence of site control	Any project on real property	Deed, recorded option, executed purchase and sale agreement, or lease running at least three years beyond completion.
Owner permission letter	Applicant is not the owner	Signed by all owners of record.
Contractor quotes or estimates	Construction	Need not be current at application. Validated quotes within 90 days required at Notice to Proceed.
Permit list and status	Construction	With pre-application meeting documentation if held.
Proof of insurance	Construction; entities under two years old	General liability; builder's risk where applicable.
Formation documents	Entities under two years old	Encouraged, not required. Articles, bylaws, operating agreement, or equivalent.
Business plan or pro forma	Entities under two years old; all Large Grants	Encouraged, not required. Supports the revenue path described in E4.
Revenue evidence for employment claims	Applications completing Section E	Encouraged, not required. Pro forma, demand data, signed contracts, executed leases, or comparable operations analysis.
Consultant qualifications	Predevelopment projects	For the party performing the work.
Vacancy documentation	Overlay Zone reactivation projects	Utility or tax records, prior lease, City records, or dated photographs establishing duration.
Photographs of existing conditions	Construction and Overlay Zone projects	Exterior and interior as applicable. Baseline for reporting.

Attachment	Applies to	Notes
Joint application designation	Joint applications	Signed by all participating entities, identifying the responsible party.