



Marion County
OREGON

Request for Applications Economic Development Lottery Grant 2015-16 Cycle II

Applications will be accepted beginning March 15, 2016.

Final day for submission is May, 2, 2016 by 12:00 pm.

Submit applications to:

Economic Development Lottery Grant Program
Marion County Community Services Department

Attention: Sarah Cavazos

PO Box 14500

555 Court St NE, Suite 3120

Salem, OR 97309

SECTIONS:

- I. Purpose
- II. Grant Program Description and Criteria
- III. General Grant Information
- IV. Application Instructions
- V. Application Review
- VI. Questions and Contact Information
- VII. Other Resources
- VIII. General RFA Conditions
- IX. Attachments and Exhibits

Application Timelines

TIME LINES:

Grant Application Released March 15, 2016
 Business Development Grant Applications Due No later than May 2, 2016, by 12:00 pm
 Application Reviews May 18, 2016
 Funding Awards No later than June 17, 2016

The County reserves the right to adjust the above listed dates as necessary.

I. Purpose

A. Introduction: Marion County’s Economic Development Lottery Grant Programs are possible due to Oregon’s video lottery revenues that are allocated to Marion County to promote economic development by creating jobs, strengthening workforce development, improving community livability and safety, and other effective ways to further economic development (ORS 461.540).

In 2003, the Marion County Board of Commissioners established the Economic Development Advisory Board (EDAB) to advise the county on issues pertaining to economic development, including but not limited to the development of its video lottery grant programs. EDAB supports economic development activities that involve a concerted effort of entrepreneurs, [community](#) leaders and [policymakers](#) working together to support investment that will grow the economy, improve the [standard of living](#), and increase the tax base.

B. Application Deadline: 12:00 pm May 2, 2016.

Applications must be received by the Marion County Community Services Department by 12:00pm on Wednesday May 2, 2016. Successful applicants will receive a grant award notification no later than June 17, 2016.

In the event that this solicitation does not produce enough projects of interest to the Economic Development Advisory Board and Board of Commissioners, and if funds are still available, an additional application period may be opened in the fall. Applicants are encouraged to apply by the May 2, 2016 deadline, as resources are limited and a fall grant opportunity is not guaranteed.

Marion County anticipates future grant opportunities for the 2016-17 fiscal year to occur in August 2016.

II. Grant Program Descriptions and Criteria

BUSINESS DEVELOPMENT GRANT PROGRAM

Business Development Grants are available to private sector businesses for projects that result in job creation and retention. Preference is given to target sectors which include: (a) manufacturing, (b) tourism, and (c) agriculture and natural resources, including related services and supports.

1. Funds Available: Up to \$125,000 is available for Business Development Grants for 2015-16 Cycle II.

Marion County anticipates up to \$125,000 in Business Development Grant funds to be available during 2015-16 Cycle II. Grant amounts range from \$5,000 to \$50,000; the maximum requested amount cannot exceed \$50,000 per project. These funds are available for eligible economic development projects in Marion County which meet the criteria outlined in the grant Application, including but not limited to leveraging an investment match for grant funds.

2. Business Development Grants Categories:

- a. Business Recruitment - Relocation or expansion of a business to start operations in Marion County.
- b. Business Expansion – Available to businesses currently operating in Marion County to create new jobs, expand product or service, or implement operations or facility improvements that reduce strain on local infrastructure (i.e., energy, water, waste water, environmental pollutants, etc.)
- c. Business Retention - Retention of a business that is currently operating in Marion County to prevent the loss of jobs through implementation of lean management programs, equipment upgrades, or facility improvements/relocation.

3. Business Development Grants Eligibility Criteria:

- a. **Eligible Entities** –Private sector businesses which are legal entities and have at least three years of financial history. Businesses with less than three years of financial history may use a fiscal sponsor as the applicant. When a fiscal sponsor is used, the applicant/fiscal sponsor must meet the entity requirements.
- b. **Eligible Projects** – Projects must directly result in creating new jobs or retaining jobs within Marion County and fit within one of the grant categories outlined above in Section II.A.2.a to Section II.A.2.c. Preference is given to targeted sectors, which include: (a) traded-sectors, (b) tourism, and (c) agriculture and natural resources, including related services and supports.

- c. **Targeted Sector Industries** - Preference is given to businesses and projects in targeted sectors industries which include:
- i. **Traded-sector industries** are those that produce a product or service that is desired by buyers outside the local area, including but not limited to food and beverage processors, metal fabricators, secondary wood products, electronics and electrical commerce, and other manufacturing companies, along with those service industries that support them.
 - ii. **Natural resource-based industries** or related processes, especially in agriculture and forest products, that use land and water to make products of value.
 - iii. **Tourism** is [travel](#) for [recreational](#), [leisure](#), or [business](#) purposes. Tourism industries bring people from outside their usual environment to visit and spend money, including but not limited to hotels and resorts, historical sites, agri-tourism, wineries, golf courses, and entertainment venues, such as amusement parks, shopping malls, music venues, and theaters.
- d. **Grant Request/Job Creation**– Total grant request cannot exceed \$5,000 per new job created, i.e., \$25,000 grant request must result in a minimum of five (5) jobs created. Jobs created must occur within twelve months of completing the project. It is the responsibility of the applicant to identify the maximum grant amount that can be requested based on the project deliverables for jobs created or retained. *Applications that do not meet the ratio requirements may not be included in the review process.*
- e. **Project Timeline** – Projects must begin within the funding period of July 1, 2016 to June 30, 2017. Grant funds must be expended within the contract period, any extension must be pre-authorized by Marion County. Costs incurred prior to the award of grant, or in anticipation of grant cannot be reimbursed.
- f. **Measurable Results** – Grant funded projects must directly result in job creation and increased production, which can be measured by Oregon Quarterly Combined Tax Reports and financial records.
- g. **Matching Funds Requirement** – Business Development Grants are not intended to be the sole funding source for the proposed project. Applicants for Recruitment, Retention, and Expansion projects must provide a \$3 match to every \$1 of grant funds requested. Costs incurred prior to the award of grant, or in anticipation of grant cannot be used to fulfill the match requirements.
- h. **Non-Eligible Projects** – Projects that are not eligible for funding include: (a) companies that have received funding in the prior 24 month period; (b) funding for individuals; (c) funding for nonprofit or government entities; (d) entities/projects with outstanding or delinquent reports on past or current Economic Development Grants; and (e) projects that do not meet other eligibility requirements outlined above.

4. Business Development Grants Application Evaluation and Scoring Criteria:

The Marion County Economic Development Advisory Board (EDAB) will review and score all Business Development Grant applications based on the extent to which the project meets the eligibility criteria and evaluation and scoring criteria outlined in the chart below. The Economic Development Advisory Board is interested in supporting a range of projects throughout the county. Therefore, while an applicant may score high on the criteria, preference will be given to businesses that have not receive prior funding, the greatest impact, and can demonstrate a high likelihood for achieving the intended

outcomes. Applicants are encouraged to ensure that responses to the application questions clearly address the following criteria.

Chart 1. Business Development Grants Application Scoring Criteria

a. Supports the targeted industries of traded sector, agriculture and tourism	15 pts
b. Creates new jobs in Marion County	15 pts
c. Retains existing jobs in Marion County	5 pts
d. Expands business products, services, or market shares	5 pts
e. Increases revenue from sales outside of Marion County	10 pts
f. Increases the taxable assets of the business (i.e.; equipment purchase or building renovation)	10 pts
g. Meets or exceeds the job creation or retention ratio to funds requested	10 pts
h. Budget clearly identifies how grant funds and non-grant funds will be spent	5 pts
i. Can be completed within the funding period	10 pts
j. Has defined measurable goals and outcomes	5 pts
k. Business has not received grant funds within the prior two (2) years	10 pts
Total points possible	100 pts

III. Grant Information

Application Process: This application process has been developed in compliance with the State of Oregon and Marion County public contracting rules. The application needs to explain the nature of the project (goals and strategies), what results the project will achieve (activities and outcomes), and how the proposed use of funds will help achieve those outcomes.

Agreement Requirements: Upon approval of the grant application by the Board of Commissioners, each successful applicant will be required to execute a Marion County Grant Agreement (Agreement) prior to the distribution of funds. Unless other payment arrangements are approved in the application, funds will be released upon submission of proof of expenditures (invoices or receipts). The timing and format of reports and invoices will be set forth within the Agreement. Measurements to evaluate the effectiveness of the grant will be set forth within in the Agreement.

Under Oregon Public Records laws (ORS Chapter 192), all applications and reports are considered public information. Those receiving funds will operate independently, and not operate as agents of the Oregon Lottery or its fiscal agents, the State of Oregon or Marion County.

Reporting Requirements: All entities awarded funding will be required to submit proof of expenditures and clearly defined measurable results that show the effectiveness of the project. The timing and

format of reports and invoices will be negotiated at the time of award. All reports are considered public information.

Notice: Marion County will disclose limited company information (not proprietary information) on the type and amount of financial subsidies granted by Marion County, the benefits companies have committed to create, and the outcome of fulfilling those commitments. The disclosure of information on the amounts of subsidies and their effectiveness helps public officials and citizens evaluate the use of lottery funds for economic development grant subsidies.

Funding Availability: Eligible entities with eligible projects are encouraged to submit applications to the Marion County Economic Development Lottery Grant Program. Projects will be considered for funding as long as resources are available. Unfortunately, some deserving projects may not receive funding. All applications will be awarded on a cost reimbursement basis; awardees will be required to document progress periodically in order to be reimbursed. **Costs incurred prior to the award of grant, or in anticipation of grant cannot be reimbursed or used for the match requirement.**

Note: Grant awards may be taxable; contact your financial advisor for specific information.

Recipients of grant awards must expend grant funds within one year of award. If not, the award must be reviewed and re-approved by the Marion County Board of Commissioners, or the funds will be required to be returned. Marion County and its agents retain the right to ask additional questions of the grant recipients as deemed necessary.

IV. Application Instructions

Application Format and Submission: All requests for funding must be submitted using the Economic Development Lottery Grant Application for the Grant Program to which the applicant is applying to be considered for funding, all applications must include: (1) Application, (2) Attachment A – Project Budget, (3) Attachment B – Assurances, and (3) Attachment C – W-9. The application with its attachments should clearly outline how the applicant meets the eligibility requirements, and give a clear description of the project and how it meets eligibility requirements. Applications must be received by the Marion County Community Services Department no later than 12:00 pm on November 30, 2015. Applications can be submitted by:

Hand Delivery: Marion County Community Services Department
555 Court St NE, Suite 3120 Salem, OR 97309

Mail: Economic Development Grant Program
Marion County Community Services Department
Attn: Sarah Cavazos
PO Box 14500 Salem, OR 97309

Fax: Economic Development Grant Program Attn: Sarah Cavazos
(503) 373-4460

Budget: Applications shall include the Project Budget (Attachment A) to be considered for funding. Responses to the budget questions in the application should be as detailed and concise as possible while providing details on secured and pending revenue sources, project expenses and their importance or relevance to the project, as well as show the source of other funds to complete and maintain the project. The project budget shall detail the revenues and expenses for the total cost of the proposed project, including both requested grant funds and other revenue sources (non-grant funds). Expenses shall be itemized so that the use of grant funds is clearly demonstrated. Information provided in the application narrative should match the items listed in the budget worksheet.

Budgets shall not include costs incurred prior to the award of funding or costs for the development of the application.

V. Application Review

Competitive Process: The Marion County Economic Development Advisory Board (EDAB) will review and score all applications, and then make funding recommendations to the Board of Commissioners for funding approval. All successful applications and the subsequent contracts are reviewed and approved by the Board of Commissioners, pursuant to the Oregon Public Meetings Law. Applicants may be invited to meet with EDAB to discuss their pending application. Applicants who are denied may reapply in future grant cycles.

Criteria for Reviewing and Awarding Funds: Only applications received by the deadline will be eligible for review. Applications will be screened for according to the minimum eligibility criteria, applications that do not meet all of the eligibility requirements of the grant program for which the application is for will not be evaluated through the competitive process. Priority will be given to applicants based on how high they score in the evaluation criteria outlined in Section II A, B, and C.

VI. Questions and Contact Information

For questions or support with completing the Economic Development Grant Program application contact:

Sarah Cavazos, Management Analyst

Phone: 503-589-3234

Email: SCavazos@Co.Marion.Or.Us

VII. Other Resources

Applicants may also want to consider applying to the **Revolving Loan Fund of the Mid-Willamette Valley Council of Government** at <http://www.mwvcog.org:8080/2/departments/ced/small-business-finance>.

Revolving Loan Fund provides up to \$300,000 for land, building acquisition, construction, equipment and working capital with a preference for agricultural processing and manufacturing related businesses in Marion County.

VIII. General RFA Conditions

Execution Of The Application: If the application is made by a partnership, it shall be executed in the name of the partnership followed by the signature of an authorized partner. If the application is made by a corporation, it shall be executed in the name of the corporation followed by the signature of the officer authorized to sign for the corporation and the printed or typewritten designation of the office that the officer holds in the corporation. If the application is made by a joint venture, it shall be executed by each participant of the joint venture. The address of the applicant shall be typed or printed on the application.

Applications Submitted: Applications, which are incomplete, conditioned in any way, or which contain erasures, alterations or irregularities of any kind may be rejected if in the best interest of Marion County.

Grant Agreement: A sample grant agreement is attached to this application as Exhibit A. If an agreement is awarded, it is anticipated that agreement will closely resemble this document including “supporting documents.” The ‘supporting documents’ will include, but are not limited to the application document, the applicant’s written application, any required certificates, and all other documents incorporated by reference therein.

Withdrawal Of Application: At any time prior to the date and hour set for the receipt of applications, an applicant may withdraw its application. Withdrawal will not preclude the submission of another application prior to the hour and date set for the closing date of the application.

Incurring Costs: Neither the County, nor its agents, are liable for any cost incurred by applicants prior to issuance of a contract agreement.

Insurance Requirements: The apparent successful Applicant shall provide all required proofs of insurance to County within seven (7) calendar days of the Intent to Award Notice. Failure to present the required documents within the seven (7) calendar-day period may result in application rejection. Applicants are encouraged to consult their insurance agent(s) about the insurance requirements contained in the RFP prior to application submission.

Equal Opportunity Action Policy: The applicant agrees to comply with the Civil Rights Act of 1964, and 1991, Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973, and Title VI as implemented by 45 CFR 80 and 84 which states in part, No qualified person shall on the basis of disability, race, color, or national origin be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which received or benefits from federal financial assistance.

Marion County Reserves The Right To:

- Reject any and all applications
- Reserve the right to amend the RFA
- Waive any irregularities or informalities in any applications
- Extend the deadline for submission of applications
- Not award an agreement for the requested projects
- Accept the application deemed to be the most beneficial to the public and Marion County

IX. ATTACHMENTS AND EXHIBITS

Application Mandatory Submission Forms: Applicant shall complete, sign and return Attachments A-C with the grant Application. Failure to do so may result in the Application being deemed to be non-responsive and not considered for award.

Attachment A – Project Budget

Attachment B – Assurances

Attachment C – W-9

Attachments A-C are attached hereto and incorporated herein by reference.

Exhibits: By submitting an application to this RFA, applicant shall accept all terms and conditions of the Contract as shown in Exhibit A (Sample Grant Agreement), Exhibit B (Insurance Requirements), and Exhibit C (Grant Report Template). Exhibits A-C are attached hereto and incorporated herein by reference.