



Marion County
OREGON

Request for Applications Economic Development Lottery Grant Business Development Job Creation Grants

Applications will be accepted beginning October 12, 2016

Applications will be reviewed on an ongoing bases as funding is available

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

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.

Business Development – Job Creation Grants were established to provide grants to eligible applicants to encourage investments in equipment or upgrades to industrial property that will result in the creation of new jobs in Marion County.

B. Application Deadline and Funding Notification:

Applications will be accepted on an ongoing basis as long as funds are available. Applicants are encouraged to apply early in the fiscal year (July – June) to increase the likeliness of funds availability. Availability of funds does not guarantee an application will be funded.

Applications will be reviewed by the EDAB within two regular meetings (6-12 weeks) following the receipt of all required application materials. Applicants will be notified of the outcome of their application review within 30 days from the date of review.

II. Grant Program Descriptions and Criteria

BUSINESS DEVELOPMENT- JOB CREATION GRANT PROGRAM

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

1. Funds Available: \$150,000 is available for Business Development – Job Creation Grants for Fiscal year 2016-17.

Marion County anticipates a budget of \$150,000 for Business Development Grant funds to be available annually. 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.

2. Job Creation Grant 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 through expanding product or service, or implementing operations or facility improvements that reduce strain on local infrastructure (i.e., energy, water, waste water, environmental pollutants, etc.)

3. Business Development Grants Eligibility Criteria:

- a. **Grant Amount** – \$5,000 per new job created; maximum grant amount of \$50,000. *Applications that do not meet the one job per \$5,000 ratio or exceed the maximum grant request may not be included in the review process.*
- b. **Private Investment/Matching Funds Requirement** – Business Development Grants are not intended to be the sole funding source for the proposed project. Applicants must provide a minimum of \$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.
- c. **Eligible Businesses** –Private sector businesses which are legal entities, have at least three years of business revenue. Traded sector business that produce and sell its products inside and outside of Marion County. 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. Target sector industries 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. **Eligible Projects** – Capital Improvements including: building acquisition, building improvements, permanent structures, permanent fixtures, and permanent trade fixtures. Equipment and Technology including: purchase of new equipment, upgrades to existing equipment, and technology upgrades to improve the functionality or expand capacity of current operations.
- e. **Measurable Results** – Grant funded projects must directly result in job creation which can be measured by Oregon Quarterly Combined Tax Reports.
- f. **Project Timeline** – Projects must begin within six months of application submission. Grant funded portions of the project cannot begin prior to contract implementation which is typically 8-12 weeks from the application review notification. Applicants are encouraged to apply for projects that begin no earlier the 90 days and no later than 180 days from the date the application is submitted. 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.
- g. **Application Requirements:** Request for funding must be submitted using the following forms: Application Summary Form, Project Narrative, Project Budget, Assurances, and W-9.
- h. **Ineligible Projects** – Projects that are not eligible for funding include: (a) Companies that have received funding in the past two calendar years, (b) Funding for individuals, nonprofits, or government entities, (c) Applicants with outstanding reports for prior grants, (d) Funding for personnel or marketing costs, and (e) Projects that do not meet the criteria outlined above.

4. Business Development – Job Creation 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 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 received prior funding, those with greatest economic impact, and can demonstrate a high likeliness for achieving the intended outcomes. Applicants are encouraged to ensure that responses to the application questions clearly address the following criteria.

A. Minimum Qualifications

- Project will occur in Marion County.
- Applicant is a private sector business in a target industry as defined in Section II.3.C.
- Company has been in operation and has generated income for more than three years.
- Grant request does not exceed \$50,000
- Project creates one or more jobs for every \$5,000 requested.
- Applicant meets or exceeds the minimum match requirement of 75%
- Applicant includes the required application documents including: (a) Application Summary, (b) Application Narrative, (c) Application Budget, (d) signed Assurances, and (e) W9.
- The project contact person responsible for grant reporting is identified.
- Applicant provides three outcomes to measure project success.

B. Evaluation Criteria

Points possible are as follows:

Evaluation Criteria	Maximum Points
Company History	5 points
Project Description	20 points
Job Creation	25 points
Project Costs	15 points
Economic Impact	35 points
Total Points	100

C. Evaluation Questions

1. Company History - Has the business been in operation for more than three years? Has the company maintained a positive net income, and/or experienced growth in the prior three years?
2. Project Description – Is the project clearly described? Will the project expand the company’s services or products, or reach new markets?
3. Job Creation – How many jobs will be created per 1,000 population of the community the project will occur in? Of the jobs created, how many will require new hires? What are the net positions gained? Will the project result in full-time, livable wage jobs?
4. Project Costs – Does the budget and budget narrative clearly identify project expenses and which expenses are grant funded? Are other sources of revenue secured to fund the project? Does the project result in private investment in our county? Is the private funds leveraged clearly identified?
5. Economic Impact – Does the project result in development of infrastructure or industrial buildings, new capital equipment, fixed equipment, or building renovations? Does the project result in an increase in the company’s taxable assets? Does the project stimulate the economy through new construction, new supply chain opportunities, or increase in demand from the company’s vendors and contractors? Does the project utilize Marion County-based companies, Oregon-based companies, or other locally sourced products/materials/services? Will the project result in an increase in sales revenue from outside of Marion County?

The questions outlined above are used as a guide for the review committee in scoring and evaluating each project. Projects may receive a high score but not be recommended for funding.

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 submitted to Marion County Community Services Department via:

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

Email: CSReporting@co.marion.or.us

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 applications as they are received, projects that are recommended for funding will be presented 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: Applications will be screened for adherence 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. Priority will be given to applicants based on how high they score in the evaluation criteria outlined in Section II.4 and how the project aligns with the county's economic development strategies.

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.