



# Economic Development Advisory Board

Wednesday, July 8, 2015

3:30pm – 5pm

555 Court St NE Salem – Commissioners' Board Room

## AGENDA

3:30	Welcome, & Introductions	Angie Morris
3:35	Announcements	Angie Morris/All
3:40	June Meeting Minutes – Action	Angie Morris
3:45	Community Services Update – Information	Tamra & Kevin
3:55	Youth Workforce Training Opportunity – Action	Renata Wakeley
4:05	Agriculture in Marion County - Action	Brandon Reich
4:20	Community Projects Grants – Information	Sarah Cavazos
4:35	Business Development Grants – Information	Sarah Cavazos
4:50	Comments and Closing	Angie Morris

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## Future Meetings

- August 12<sup>th</sup> at 3:30pm
- September 9<sup>th</sup> at 3:30pm
- October 7<sup>th</sup> at 3:00pm – Extended Meeting

## Attachments & Handouts

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- |  |                                    |
|--|------------------------------------|
| • June Minutes                                 | • Agriculture in Marion County     |
| • 2015/16 Meeting Schedule                     | • Community Projects Grant RFA     |
| • Youth Workforce Training – McMinnville Works | • BDG metrics and report timelines |



## Marion County Economic Development Advisory Board

### 2015-16 Meeting Schedule

July 8, 2015	3:30pm-5pm
August 12, 2015	3:30pm-5pm
September 9, 2015	3:30pm-5pm
October 7, 2015	<b>3:00pm-5pm</b>
<i>*Date change due to Community Projects Grant review</i>	
November 4, 2015	3:30pm-5pm
<i>*Date change due to Veteran's Day</i>	
December 9, 2015	3:30pm-5pm
January 13, 2016	3:30pm-5pm
February 10, 2016	3:30pm-5pm
March 9, 2016	3:30pm-5pm
April 13, 2016	3:30pm-5pm
May 11, 2016	3:30pm-5pm
June 8, 2016	3:30pm-5pm

Meeting time: 3:30 pm to 5:00 pm

Meeting location: Courthouse Square - 555 Court Street NE, Salem – 5<sup>th</sup> Floor,  
BOC Board Room

**Marion County Economic Development Advisory Board**  
**June 10, 2015 Meeting Minutes**  
**555 Court St NE, 5<sup>th</sup> Floor Salem, OR**

**Members Present:** Bill Burich, Kevin Cameron, Bill Cummins, Lesa Goff, Jay Kemble, Angie Morris, AJ Nash, Jim Rasmussen, Evann Remington, and Dave Tibbets.

**Staff and Guests Present:** Sarah Cavazos, Derek Godwin, Tamra Goettsch, and Brandon Reich.

**Call to Order: 3:35pm**

**Agenda Item: Welcome, Introductions & Announcements**

**Information/Discussion:** Cummins welcomed attendees and asked the record to reflect a quorum was present. Cummins noted that this is his last month as Chair and that Morris would be officiating next month's meeting as Chair. Morris shared that she would be gone for the August and October meetings but Bob Hill, Vice-Chair, has agreed to officiate the meetings in her absence.

**Action:** *None.*

**Agenda Item: April and May Minutes**

**Information/Discussion:** Bob Hill was present at the April meeting, the minutes needs to be updated to reflect his attendance.

**Action:** *A motion was brought forth by Kemble to approve the April minutes; a second was made by Hill. The motion was voted for and approved unanimously.*

**Action:** *A motion was brought forth by Kemble to approve the May minutes; a second was made by Goff. The motion was voted for and approved unanimously.*

**Agenda Item: Community Services Update**

**Information/Discussion:** Cavazos shared that the Oregon Pallet project funded with 14/15 funds was moving forward and the contract would be executed within a few weeks. Cummins asked for a reminder of why the project was on hold. Cavazos explained the delay in their expansion due to permit and inspection delays with the City. Cavazos updated the group on the Community Projects Grants Work Session with the Board of Commissioners and the feedback given on changes to the scoring process. Feedback included removing names from scorer sheets and score summery sheet; and having the review committee complete a final score sheet following the group discussion to document any changes to the scores and margins between them. Cameron shared examples of projects previously funded by the Community Projects Grant program.

**Action:** *None.*

**Agenda Item: Gilgamesh Report and Tour**

**Information/Discussion:** Cavazos referenced the Gilgamesh final report in the agenda packet. Cummins solicited questions from the group; comments were given by members on the success of the project and growth in jobs created from 10 previously existing jobs to 43 jobs after implementation of the project. A tour of the brewery and warehouse was given by a Gilgamesh representative.

**Action:** *None*

**Meeting adjourned: 5:10 pm**

# MEDP | McMinnville Works Workshop: How to grow an industry-led internship program

Is your community ready to build a stronger workforce?  
Are you hearing from employers that they cannot find people?

“[Interns] can have a strong positive financial impact on an organization, complete difficult and interactive work, and do it all in just two short months.”  
–Nathan Knottingham, McMinnville Area Chamber of Commerce

For years, the McMinnville Economic Development Partnership (MEDP) has been hearing about the critical workforce shortage from our local companies. We struggled to find a way to help. The answer came from our companies – let’s solve this problem ourselves with a **Grow Our Own** workforce initiative. In partnership with industry leaders, we launched the **MEDP McMinnville Works Summer Internship** program to grow and attract talent in community. This program has given us a compelling platform to help our companies, our community and our emerging workforce.

“This program has been one of the biggest blessings I have come across for my schooling. The internship fits exactly what I am going to school for so I have been able to get real life experience.”  
– Jesse Ulbarri, Chemeketa Community College – Cascade Steel, Engineering Intern

## Workshop:

MEDP will present a hands-on workshop. Your group will discover how MEDP developed a customizable program designed by industry leaders in our community. We will share how the program elements and resources can be used to develop a program at one location or with multiple host sites. We will break down the details and timelines used to developing a pilot program. You will be given the “plug and play” handbook with templates and tools to guide your team.

“[Our intern] came to us through the McMinnville Works program and is the first intern that we have had at Betty Lou’s Inc. Since starting work here she has proven to be a huge asset to our Research and Development team. For this we are thankful to the [McMinnville] Works program for bringing such talent into the community!” -Jayma Smith, Betty Lou’s Inc.

Who should attend: Organizations and businesses interested in exploring and launching a pilot internship program. This workshop is designed to help your team get ready to launch a pilot program within months.

The homework: After registration is completed, the host will receive an information packet to welcome attendees to the workshop, which will include a homework assignment. Yes, we have homework to do before attending the workshop.

Workshop Materials: This workshop will give your attendees the tools and resources to launch a pilot. Each participant receives in-depth training, a “plug and play” planning notebook, customizable templates, and a connection to the MEDP intern alumni network.

## Workshop Agenda (*example for 3-hour event*)

### Part 1: Setting the Stage

Defining Job Readiness

Exploring the Delivery Model: The Community Campus

The Internship Easy Button

# MEDP | McMinnville Works Workshop: How to grow an industry-led internship program

## Part 2: Plug & Play Model

- Establishing Your Steering Committee
- MEDP's McMinnville Works Program Elements
- Setting Goals & Tracking Performance Measures
- Program funding discussion

## Part 3: The Nuts and Bolts of Program

- Recruitment of Places and People
- Creating the Project-based Internships
- Engaging Your Community's *Speaker Bureau*
- Celebrating Success

## Part 4: Q & A and Open Discussion

### *Workshop Rates and Planning Information*

Training - 3 hours*	\$2500
Training - 6 hours*	\$4500
Program materials – additional	Negotiated
Monthly Coaching (phone/email)	\$100 per month (up to 30 minutes per month/pre-scheduled)

\*includes pre- & post – session surveys, 30 minute pre-planning meeting, marketing materials, 10 workshop binders & one 30 minute post – workshop consultation with host organization

Host is responsible for all location arrangements including meals, AV support and attendee registrations/payments. MEDP will provide trainer(s), marketing materials, surveys, and attendee workshop materials.

All rates exclude travels expenses. The mileage and travel are billed as a separate line item. Mileage is billed at the current standard rate (2015 - .55 per mile) and hotel/meals will be negotiated per event.

Contact Jody Christensen at [Jody@McMinnvilleBusiness.com](mailto:Jody@McMinnvilleBusiness.com) to learn more.

# Agriculture in Marion County

## Commodity/Traded Sector Agriculture

- Partnerships with Oregon Department of Agriculture for marketing; OSU Extension for research; Port of Portland for shipping and access to markets; and, an Exporting Agriculture Conference and Workshop
- Needs local and specialized food processing
- Terroir appellation for marketing and differentiation purposes
- Local and regional trucking and distribution facilities
- Manufacturing and processing facilities

## Clusters of Agriculture Products

- Identify special crops and community of growers in Marion County: hops, berries, others?
- Partnerships with Oregon Department of Agriculture for marketing; OSU Extension for research; and, Exporting Agriculture Conference and Workshop
- Access to markets for specialized products
- Terroir appellation for marketing and differentiation purposes
- Needs local and specialized food processing
- Need to be able to make fruit wine, cider and beer
- Manufacturing and processing facilities

## Publicizing Marion County Agriculture

- Agricultural/Farm Showcase
- Agricultural Museum/Interpretative Center
- Promote local products in schools
- Community-supported Agriculture/Farmers Market/Farmer Coop/Food to Table/Ag tourism
- Oregon Department of Agriculture presentation about economic impact of agriculture in Marion County

## Less Productive Farmland

- Ways to incubate small farm operation/new farmers/table at OSU small farm conference
- Organic certification
- Alternative crops
- Community-supported Agriculture/Farmers Market/Farmer Coop/Food to Table/Ag tourism
- Terroir appellation for marketing and differentiation purposes
- Small farm conference OSU table

## Energy Production

- Solar in connection with homes and barns
- Methane from animals
- Other energy production? Biomass facility?

## Other

- What changes need to be made to state law?
- Small city business connection with agricultural economy
- Summit between OSU Extension/Marion County Farm Bureau/Planning and area growers
- Wood products research, marketing, manufacturing

## **Community Projects Grants 2015 Timeline**

- Community Project Grants Release June 30<sup>th</sup>
- Applications Due August 31 by 3pm
- Administrative review August 31 – Sept 4
- EDAB discussion September 9
- Additional information requests due September 18
- Grant packets to EDAB members on September 23
- EDAB review discussion and award recommendation October 7
- Present recommendations to BOC October 19
- Request order from BOC October 21
- Grant announcements released October 30



**Marion County**  
OREGON

**Request for Applications (RFA)  
Oregon Lottery Economic Development  
Community Projects Grants  
2015-16**

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**Applications will be accepted beginning June 30, 2015.**

**Final day for submission is August 31, 2015 by 3:00 pm.**

**Submit applications to:**

Oregon Lottery Economic Development Grant Program  
Marion County Community Services Department

Attention: Sarah Cavazos

PO Box 14500

555 Court St NE, Suite 5250

Salem, OR 97309

Fax: (503) 373-4460

Email: [scavazos@co.marion.or.us](mailto:scavazos@co.marion.or.us)



**SECTIONS:**

- I. Purpose
- II. Grant Program Description and Criteria
- III. General Grant Information
- IV. Application Instructions
- V. Application Review
- VI. Evaluation and Scoring Criteria
- VII. Questions and Contact Information
- VIII. Previously Funded Projects
- IX. General RFA Conditions
- X. Attachments and Exhibits

**Application Timelines**

**TIMELINES:**

Grant Application Released .....	June 30, 2015
Technical Assistance Workshops .....	July 16, 17, & 23, 2015
Community Projects Grant Applications Due .....	No later than August 31, 2015, by 3:00 pm
Application Reviews .....	October 7, 2015
Grant Award Notifications .....	No later than October 31, 2015
Earliest Funds Availability Date.....	No earlier than November 15, 2015

*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. Through this grant application process, EDAB will make recommendations to the Board of Commissioners on the disbursement of funds that strengthens and diversifies Marion County’s economic base and improves standards of living.

**B. Application Deadline:** 3:00 pm August 31, 2015.

Applications must be received by the Marion County Community Services Department by 3:00pm on Monday, August 31, 2015. Successful applicants will receive a grant award notification no later than October 31, 2015.

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

## II. Community Projects Grant Program Description and Criteria

Community Project Grants are available to nonprofits, legal entities, or municipalities to promote economic development through increasing the livability and safety within communities and unincorporated areas of Marion County. Types of projects funded have varied from façade improvements to park enhancements. See section VIII for a list of previously funded projects.

**A. Funds Available:** Up to \$60,000 is available for Community Projects Grants in FY2015-16.

Marion County anticipates up to \$60,000 in Community Projects Grant funds to be available during FY 2015-16. Grant amounts range from \$500 to \$60,000; the maximum requested amount cannot exceed \$60,000. These funds are available for eligible economic development projects in Marion County that meet the criteria outlined under the eligibility criteria in section II (C). The Board of Commissioners is interested in supporting projects throughout the county; no more than one project per incorporated city or unincorporated community is anticipated to be awarded per funding cycle.

**B. Community Project Grants Categories:**

1. Capital construction or facility needs
2. Project planning and design
3. Match requirement for larger grants

**C. Community Project Grants Eligibility Criteria:**

1. **Eligible Entities** – Legal entities, municipalities, or 501(c)(3) non-profit organizations.
2. **Eligible Projects** – Projects must have economic development significance as defined in ORS 461.540 and contribute to improving the livability and safety of communities and must:
  - a. Be implemented within Marion County
  - b. Have a countywide significance and/or strong support within a community
  - c. Have a letter of support from the city, municipality or jurisdiction in which the project will occur
3. **Project Timeline** – The grant funded portion of the project must begin within the funding period of November 1, 2015 to June 30, 2016. Grant funds must be expended within one year of the grant award, unless an extension is pre-authorized by Marion County. Grants awarded for match requirements for larger grants must be expended within three years.
4. **Measurable Results** – Grant funded projects shall have identified outcomes to measure the project's success in achieving its intended goals.

5. **Non-Eligible Projects** – Projects that are not eligible for funding include: (a) On-going program support; (b) funding for individuals; and (c) funding for religious organizations where the facility or program includes religious worship or instruction.

### 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 Oregon Lottery Economic Development Grant Program. Projects will be considered for funding to the extent 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.**

**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 extended by Marion County, or the funds may 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 Form. The application with its attachments should clearly outline how the applicant meets the eligibility requirements as stated in section II (C), 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 3:00 pm on August 31, 2015. Applications must include all required signatures and can be submitted by:

Hand Delivery: Marion County Community Services Department  
555 Court St NE, Suite 5250 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

Email: [scavazos@co.marion.or.us](mailto:scavazos@co.marion.or.us)

**Budget:** Applications must 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 specifics on secured and pending revenue sources, project expenses and their importance or relevance to the project, as well as show the source of other non-grant 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. Project costs not included in the budget may not be reimbursed with grant funding.

***Budgets shall not include grant funded 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 final 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 or the Board of Commissioners to discuss their pending application. Applicants who are denied may reapply in future grant cycles. Decisions of the board of commissioners to award, or decline to award, a grant are final.

**Criteria for Reviewing and Awarding Funds:** Only applications that contain the required documentation and are received by the deadline will be eligible for review. Applications will be screened for compliance with the minimum eligibility criteria. Applications that do not meet all of the eligibility requirements will not be evaluated through the competitive process. Priority will be given to applicants based on how high they score in the evaluation criteria as outlined in this Request for Applications.

## VI. Evaluation and Scoring Criteria

All applications for funding under the Community Project Grants program will be evaluated based on the criteria established by the Board of Commissioners. Projects can include: capital construction, facility needs, project planning and design, and/or matching funds for larger grants (to be expended within a three year timeframe). The evaluation points are described below. Each criteria element may receive up to the maximum number of points. The maximum cumulative evaluation points are 100. Priority will be given to applications with the highest score.

### Need for the Project – 10 points

- Need for the project is clearly described.
- Project will impact a large number of individuals relative to the size of the community.
- Project will address an economic development need as defined by ORS 461.540

### Project Description – 45 points

- Project is clearly described.
- Goals and outcomes are outlined.
- Project activities are clear and complete; timelines for activities are provided.
- The grant funded portion of the project will be started within the funding period of October 2015 to June 2016.
- Project will improve the economic conditions or improve the livability and/or safety of the community.
- Has a clear description of how success will be measured.

**Community Support – 10 points**

- Project has broad community involvement and strong support within the community.
- Project aligns with the community's plan as demonstrated through a letter of support from the city, municipality or jurisdiction in which the project will occur.
- The Community Projects Grant will leverage additional non-grant revenue resources.

**Project Budget – 25 Points**

- Budget narrative describes income and expenses; items included correspond with information listed in the budget spreadsheet.
- Budgeted items are relevant to the project activities.
- Budget and budget narrative clearly identify how grant funds will be spent.
- Other sources of non-grant revenue are secured or a clear plan for securing additional non-grant revenue, if needed, is outlined.

**Project Sustainability – 10 points**

- Applicant has identified the necessary resources required for continued operation or maintenance of the project and has a plan to address resource needs.
- Project appears sustainable beyond the grant period.

**VII. Questions and Contact Information**

Community Services will hold community workshops on July 16, 17, and 23, 2015 to provide information and assistance for prospective applicants. Time and locations of trainings can be found at [www.co.marion.or.us/cs](http://www.co.marion.or.us/cs) Prospective applicants with questions or needing support with completing the Economic Development Grant Program application are encouraged to contact:

Sarah Cavazos, Management Analyst

Phone: 503-589-3234

Email: [SCavazos@Co.Marion.Or.Us](mailto:SCavazos@Co.Marion.Or.Us)

**VIII. Previously Funded Projects****2014 COMMUNITY PROJECT GRANT AWARDS****City of Keizer - Big Toy \$30,000**

This project improved economic opportunities in Keizer through the construction of a unique 15,000 square foot playground structure (Big Toy). The primary goal of this project was to increase traffic to local businesses. Big Toy is a tourist destination that will increase traffic to area businesses.



### **City of Turner - Stream Gauge \$8,840**

This project funded the installation of Mill Creek's stream level monitoring station with automated data telemetry within the City of Turner. This provided automated alerts used for timely warnings to business owners, home owners, and critical facility managers; and continues to support the city's flood response plan.



### **KUMZ - Broadcast Range Expansion**

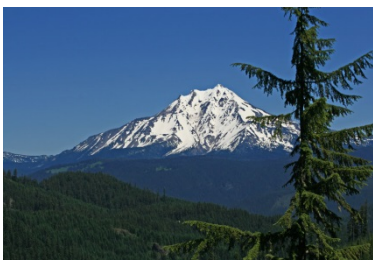
This funded installation of a FM Translator K264AA on an additional tower to increase KUMZ's broadcast area and expand the potential radio audience (population receiving reception strength of 65dBu or better) from 34,000 to 233,000. Project included the installation of a back-up Studio-Transmitter-Link (STL) to minimize service disruption or interruptions.



### **City of Mt. Angel - Community Center \$13,360**

The Mt. Angel Community Building has served multiple purposes for the region, from hosting numerous school and community events, to serving as the areas shelter in the event of an emergency. The project included construction of a meeting room on the second floor of the building to make the building available for use by broader community groups. The grant funded phase two of the project and included the installation of an ADA accessible elevator.

## **2013 COMMUNITY PROJECT GRANT AWARDS**



### **MWVCOG - Economic Opportunity \$7,500**

The objective of this grant was to update the North Santiam Canyon Economic Opportunity Study. Updates included economic and demographic conditions, commercial/industrial lands inventory, transportation and public infrastructure deficiencies, economic opportunities and barriers, and the development of an updated economic development strategy.



### City of Scotts Mills - Park Pavilion \$7,000

This project improved Scotts Mills City Park by building a pavilion with a built in barbeque. The covered pavilion was constructed to offer event and community space.



### SEDCOR - Economic Development \$15,000

This project included the development of a manufacturing profile for the region, building regional capacity, business outreach, technical assistance, and workforce training for highly skilled manufacturing positions. Specifics included supply chain and labor shed research in Marion County, as well as targeted industry outreach and technical assistance.



### City of Mill City - Directional Signage \$4,000

This project tackled the lack of signage, showing travelers of Highway 22 what recreational/shopping opportunities are available in Mill City. This award funded the creation and installation of directional signage on Highway 22, which can be seen from both east and west travel lanes.



### City of Mt. Angel - Facade Improvement \$5,000

This grant was part of Mt. Angel's downtown facade improvement project. The city solicited interested businesses within the downtown area to improve their storefronts including repainting, mounting new signs and awnings, repairing sidewalks and other simple aesthetic or structural improvements. Mt. Angel required businesses to provide at least 1:1 match for the grant dollars.

## IX. 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 a grant 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

## **X. 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 Form

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), Exhibit C (Legal Entity Certification Statement), Exhibit D (Grant Report Template), and Exhibit E (Financial Report). Exhibits A-E are attached hereto and incorporated herein by reference.

**Exhibit A**  
**Statement of Work**

**1. Project Description**

Inventory Tracking System – **Littau Harvester, Inc.** manufactures agricultural equipment for purchase or lease. Littau Harvester, Inc. will purchase and implement an inventory management system to improve the efficiency of tracking inventory and improve the ability to meet market demands.

**2. General**

Purchase and implement an inventory management system by September 30, 2015. Hire two (2) new full-time employees by June 30, 2016 and a total of three (3) new full-time employees by June 30, 2017.

**3. Approved Budget and Disbursement Schedule for the Funding Period of Execution through July 15, 2017**

The agreement amount of \$8,250 shall be used for the project as described above and for the purposes outlined and approved in the Project Budget (Exhibit B).

Payments will be made to the Grantee on the following schedule:

- a. 75% of funds will be paid upon signed contract and submission of an invoice.
- b. 25% of funds will be paid upon receipt and approval of the final project and financial report (Exhibit C and C-2); and submission of an invoice and proof of all expenditures.

**4. Reporting Requirements and Timeline**

Progress reports are required for the Grantee to receive grant funds. The progress report shall be submitted using Exhibit C (Project Report) and shall include:

- a. A review of the objectives proposed and funded, to date, including the status of each objective.
- b. A detailed budget report, to date.

A final report will be due July 15, 2017, or 30 days after completion date of the project, whichever comes first. The final report shall be submitted using Exhibit C (Project Report) and shall include:

- a. A review of the objectives proposed and funded including the completion of each objective and the result of implementation of each objective.
- b. Explanations for any objectives not implemented or completed.
- c. An overview of the result of the project and the project outcomes.
- d. A detailed project budget report (Exhibit C-2).
- e. Financial statement of sales revenue as outlined in Exhibit A.5.
- f. Employee count and wage report by quarter as outlined in Exhibit A.5.

To measure the effectiveness of the Economic Development Lottery Grant program, all grantees are required to provide the following information with the final grant report:

- a. Employee count and wages by quarter as reported to the Oregon Combined Payroll Tax Report.
- b. Financial statement of sales revenue by quarter for the duration of the project, compared to prior year's sales revenue.

Grantee may be asked to present their final report in person to the Marion County Economic Development Advisory Board during their monthly board meeting.

Reports will be submitted to Marion County Community Services: 555 Court Street NE, Ste. 5250, PO Box 14500, Salem, OR 97309.

Failure to comply with these reporting requirements may result in the suspension or repayment of grant funds, and termination of the Grant.

#### **5. Failure to Perform Statement of Work**

If grantee fails to complete the statement of work described in sections 1-4 above, Grantee shall return grant funds to County by making repayment of total amount of disbursed Grant. If Grantee completes the scope of work described in section 1-4 above but fails to meet outcomes described in section 6 below, County may in its discretion determine that disbursed Grant funds be returned to County through repayment, and Grantee shall comply with County's determination. Grantee shall make repayment within 30 days of expiration of this agreement.

#### **6. Outcomes and Evaluation Criteria**

Per the Grant Report (Exhibit C), the following measurements will be used to evaluate the effectiveness of the project:

- a. Fish Bowl Inventory Management System purchased and installed by September 30, 2015.
- b. Increase year over year sales growth by 10%.
- c. Three (3) new full-time employees hired; two (2) hired by June 30, 2016, and a third hired by June 30, 2017.

**Exhibit A**  
**Statement of Work**

**1. Project Description**

Four Foot Press

**RedBuilt LLC** will add a four foot press to double production capacity of Laminated Veneer Lumber (LVL) at the Stayton, Oregon location by 2017. The project will include purchase and installation of a four foot press, configuration and test runs after installation, hiring and training new employees, and production of Laminated Veneer Lumber on the new press. The project results will include increased production capacity of LVL by 2017; and twelve (12) new jobs created by June 30, 2017.

**2. General**

Grantee shall purchase and install a four foot press for Laminated Veneer Lumber production by December 31, 2016. Grantee shall hire twelve (12) or more new employees to support increased production by June 30, 2017.

**3. Approved Budget and Disbursement Schedule for the Funding Period of Execution through October 15, 2017.**

The grant amount of \$50,000 shall be used for the project as described above and for the purposes outlined and approved in the Project Budget (Exhibit B).

Payments will be made to the Grantee on the following schedule:

- a. Up to 60% of funds will be paid upon receipt of a project status report, and submission of an invoice and proof of expenditures.
- b. Remaining balance will be paid upon receipt and approval of the twelve month progress and financial reports (Exhibit C and C-2); and submission of an invoice and proof of all expenditures.

**4. Reporting Requirements and Timeline**

Progress reports are required for the Grantee to receive grant funds. The progress report shall be submitted every six months using Exhibit C and shall include:

- a. A review of the objectives proposed and funded, to date, including the status of each objective.
- b. A detailed budget report, to date.

A final report will be due October 15, 2017, or 30 days after completion date of the project, whichever comes first. The final report shall be submitted using Exhibit C and shall include:

- a. A review of the objectives proposed and funded including the completion of each objective and the result of implementation of each objective.

- b. Explanations for any objectives not implemented or completed.
- c. An overview of the result of the project and the project outcomes.
- d. A detailed project budget report (Exhibit C-2).
- e. Financial statement of sales revenue as outlined below.
- f. Employee count and wage report by quarter as outlined below.

To measure the effectiveness of the Economic Development Lottery Grant program, all Grantees are required to provide the following information with the final Project Report:

- a. Employee count and wages by quarter as reported to the Oregon Combined Payroll Tax Report.
- b. Financial statement of sales revenue by quarter for the duration of the project, compared to prior year's sales revenue.

Grantee may be asked to present their final report in person to the Marion County Economic Development Advisory Board during their monthly board meeting.

Reports will be submitted to Marion County Community Services: 555 Court Street NE, Ste. 5250, PO Box 14500, Salem, OR 97309.

Failure to complete the Statement of Work or compliance with these reporting requirements may result in the suspension or repayment of grant funds, and termination of the Grant.

#### **5. Failure to Perform Statement of Work**

If grantee fails to complete the statement of work described in sections 1-4 above, Grantee shall return grant funds to County by making repayment of total amount of disbursed Grant. If Grantee completes the scope of work described in section 1-4 above but fails to meet outcomes described in section 6 below, County may in its discretion determine that disbursed Grant funds be returned to County through repayment, and Grantee shall comply with County's determination. Grantee shall make repayment within 30 days of expiration of this agreement.

#### **6. Outcomes and Evaluation Criteria**

Per the project report, Exhibit C, the following measurements will be used to evaluate the effectiveness of the project:

- a. Purchase and install Four Foot Press for Laminated Veneer Lumber (LVL) production by December 31, 2016.
- b. Twelve (12) or more new full-time, permanent employees hired by June 30, 2017.
- c. Production capacity of LVL increased to 1.5 million cubic feet annually.

## **Exhibit A Statement of Work**

### **1. Project Description**

Rigado Capability Expansion

**Rigado** has leased a larger building to accommodate increased capabilities, capacity, and productivity. The project will include building out of a lab space complete with furniture and equipment, and installation of an Object30 Pro, or similar, and a Milling Machine will allow Rigado be bring light manufacturing and part creation in-house; and provide improved and additional services to existing clients while increasing capacity to take on new customers. The project will result in thirteen (13) new jobs by June 30, 2017.

### **2. General**

Grantee shall purchase and install Object30 Pro, or similar, and Milling Machine by August 31, 2015. Grantee shall hire eight (8) or more new employees to support increased production by June 30, 2016; and a total of thirteen (13) or more new employees by June 30, 2017.

### **3. Approved Budget and Disbursement Schedule for the Funding Period of Execution through June 30, 2017.**

The grant amount of \$50,000 shall be used for the project as described above and for the purposes outlined and approved in the Project Budget (Exhibit B).

Payments will be made to the Grantee on the following schedule:

- a. Up to 90% of funds will be paid upon receipt of a project status report, and submission of an invoice and proof of expenditures.
- b. Remaining balance will be paid upon receipt and approval of the all progress reports, final report and financial reports (Exhibit C and C-2); and submission of an invoice and proof of all expenditures.

### **4. Reporting Requirements and Timeline**

Progress reports are required for the Grantee to receive grant funds. The progress report shall be submitted every six months using Exhibit C and shall include:

- a. A review of the objectives proposed and funded, to date, including the status of each objective.
- b. A detailed budget report, to date.

A final report will be due July 15, 2017, or 30 days after completion date of the project, whichever comes first. The final report shall be submitted using Exhibit C and shall include:

- a. A review of the objectives proposed and funded including the completion of each objective and the result of implementation of each objective.

- b. Explanations for any objectives not implemented or completed.
- c. An overview of the result of the project and the project outcomes.
- d. A detailed project budget report (Exhibit C-2).
- e. Financial statement of sales revenue as outlined below.
- f. Employee count and wage report by quarter as outlined below.

To measure the effectiveness of the Economic Development Lottery Grant program, all Grantees are required to provide the following information with the final Project Report:

- a. Employee count and wages by quarter as reported to the Oregon Combined Payroll Tax Report.
- b. Financial statement of sales revenue by quarter for the duration of the project, compared to prior year's sales revenue.

Grantee may be asked to present their final report in person to the Marion County Economic Development Advisory Board during their monthly board meeting.

Reports will be submitted to Marion County Community Services: 555 Court Street NE, Ste. 5250, PO Box 14500, Salem, OR 97309.

Failure to complete the Statement of Work or compliance with these reporting requirements may result in the suspension or repayment of grant funds, and termination of the Grant.

## **5. Failure to Perform Statement of Work**

If grantee fails to complete the statement of work described in sections 1-4 above, Grantee shall return grant funds to County by making repayment of total amount of disbursed Grant. If Grantee completes the scope of work described in section 1-4 above but fails to meet outcomes described in section 6 below, County may in its discretion determine that disbursed Grant funds be returned to County through repayment, and Grantee shall comply with County's determination. Grantee shall make repayment within 30 days of expiration of this agreement.

## **6. Outcomes and Evaluation Criteria**

Per the project report, Exhibit C, the following measurements will be used to evaluate the effectiveness of the project:

- a. Purchase and install Object30 Pro by August 31, 2015.
- b. Purchase and install Milling Machine by August 31, 2015.
- c. Eight (8) or more new full-time, permanent employees hired by June 30, 2016.
- d. Five (5) or more (total of 13) new full-time, permanent employees hired by June 30, 2017.
- e. Year over year increase in production output measured by the number of projects secured and completed per year compared to baseline productivity of 39 projects in 2014.
- f. Year over year increase in revenue compared to the baseline of 2014.