



Marion County
OREGON

Request for Applications (RFA) Oregon Lottery Economic Development Community Projects Grants 2016-17

Applications will be accepted beginning November 14, 2016.

Final day for submission is January 25, 2017 by 12:00 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

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
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Application Timelines

TIMELINES:

Grant Application Released	November 15, 2016
Community Projects Grant Applications Due	No later than January 25, 2017, by 12:00 pm
Application Reviews.....	February 8, 2017
Grant Award Notifications	No later than March 1, 2017
Earliest Funds Availability Date.....	No earlier than March 15, 2017

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 disbursal of funds that strengthens and diversifies Marion County's economic base and improves standards of living.

B. Application Deadline: 12:00 pm January 25, 2017.

Applications must be received by the Marion County Community Services Department by 12:00pm on Wednesday, January 25, 2017. Successful applicants will receive a grant award notification no later than March 1, 2017.

Marion County anticipates future grant opportunities for the 2017-18 fiscal year to occur in March 2017.

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 feasibility studies to façade grants to enhance downtown development. See section VIII for a list of previously funded projects.

A. Funds Available: Up to \$75,000 is available for Community Projects Grants in FY2016-17.

Marion County anticipates up to \$75,000 in Community Projects Grant funds to be available during FY 2016-17. Grant amounts range from \$500 to \$25,000. 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 March 2017 to June 30, 2017 and 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.
- 6. Match Requirement** – There is no formal match requirement, however, applicants are encouraged to provide a match of funds, volunteer time, or in-kind support. During application review, the match provided is considered when evaluating the community support for the project and is evaluated based on the size of the community and capacity to provide support.

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 12:00 pm on January 25, 2017. 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

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 March 2016 to June 2017.

- 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

Prospective applicants are encouraged to contact Community Services to discuss prospective projects and applications. Prospective applicants with questions or in need of support with completing the Economic Development Grant Program application can contact:

Sarah Cavazos, Management Analyst

Phone: 503-589-3234

Email: SCavazos@Co.Marion.Or.Us

VIII. Previously Funded Projects

Examples of projects previously funded. This is not an inclusive list.



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.



City of Hubbard – Downtown Rezoning \$3,500

This project funded a contracted planner to conduct a parcel by parcel analysis of land use and create an inventory of the commercial center to identify vacant or redevelopable parcels primed for rezoning. The project resulted in the rezoning of 6.71 acres of Residential-Commercial (RC) to Commercial (C); and 5.6 acres of Industrial (I) were rezoned to Industrial Commercial (IC).



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 \$18,000

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.



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.



City of Turner – Burkland Pool Feasibility Study \$10,000

The project funded an assessment/feasibility study for upgrade and service expansion of the Burkland Pool. The study was conducted in partnership with Oregon State University, a seven-member steering committee and public input, and resulted in a three year plan focused on implementing five core strategies to build the pool's capacity and diversify programs and amenities.



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.



Antique Powerland Museum Association - Water System \$7,370

The project helped fund replacement of the outdated water system and included replacement of a storage tank, pumps, controls to provide reliable, safe drinking water for the facility and the thousands of tourist that visit the facility each year.

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 (Grant Report Template), and Exhibit D (Financial Report). Exhibits A-D are attached hereto and incorporated herein by reference.