



Notice of Funding Opportunity (NOFO)

Clackamas County Office of Economic Development

Business Development Grant Program

Program Description

Traded sector businesses—those competing in markets beyond the local area—are invited to apply for funding designated to help them grow!

In April 2024, the Clackamas County Board of Commissioners approved the Business Development Grant Program with the goals of supporting traded-sector business activity (e.g. expansion of operations, efficiencies, technological advancements, etc.), retaining Clackamas county-based operations for existing businesses, and/or attracting new businesses to relocate operations to Clackamas county. Funding will be provided for either capital investments or workforce development projects and must be matched 100% or more by the awardee.

Award Information

Funding Source:	State lottery dollars
Funding Amount:	Individual Award Maximum \$100,000 (awards may be less); \$600,000 total funding this cycle available
Grant Period of Performance:	Approximately 6-18 months from agreement execution (execution estimated Spring 2025), depending on project. Some projects may be longer.
Reporting Requirements:	Reporting requirements will vary significantly by project type and will be negotiated with each awardee prior to agreement execution. Reporting will be sufficient to ensure awarded amounts are expended on eligible costs and that the project, as described in the agreement, has been sufficiently completed.
Submission Method:	Complete and submit application electronically via the official web form . Paper applications will not be accepted.
Application Open Period:	September 23, 2024 at 9am Pacific Time - October 31, 2024 at 5pm Pacific Time. Complete submissions, including all required documents, must be received by 5pm on October 31 st to be considered responsive. Complete submissions include all required supporting



	documentation in addition to the application. Incomplete applications will not be considered.
Program Contact:	4biz@clackamas.us , (503) 742-4BIZ (4249)
Match Requirement:	100% or more; Match of 125% or more will receive extra points

Background

Clackamas County was allocated State lottery dollars for economic development and this Business Development Grant Program is an expression of that constitutional purpose for State lottery funds.

Eligibility

1. Location and Age.

Your business must have operations within Clackamas county or seek to relocate to or establish additional operations within Clackamas county. The business must be “established,” which means it is at least two years old, though it needn’t have been located in Clackamas county for two years if seeking to move existing operations into the county.

2. Traded Sector

Your business must be a *traded-sector business*, defined as *those Clackamas county businesses in sectors trading goods and services outside of Clackamas county and its surrounding environs or attracting revenue or investment from outside of the county (e.g. manufacturing, food processing, tourism, etc.).*

3. Project Types

Projects must be for business investment through capital purchase or for a workforce development project, as described in the *Application and Submission Information* section. No other project types will be considered.

4. Project Categories

In your application, you will be required to select from one of four project categories and to describe the need(s) of your business in relation to the category chosen in sufficient detail to allow the County to make an informed decision, as described in the *Application and Submission Information* section.

5. Match Requirements

You must provide proof of secured match of at least 100% of amount requested (maximum request: \$100,000). Match amounts above 125% will receive up to 5 extra points (out of 100 total).

Match may come from:



- Existing business cash
- A loan or investor commitment (with documentation)
- A separate, already awarded or potential grant which itself has a matching requirement, such as a federal award with a non-federal match requirement, etc.
 - A “potential grant” is a grant you have identified which you intend to apply for or already have applied for but not yet received.
 - If you are proposing another grant for your match requirement, make sure to describe with detail how the County’s grant will fund a specific sub-component of your larger, funded project. If your potential grant is not funded, the County may still fund your application as a stand-alone project if the County believes it will still contribute to economic growth.
- In-kind contributions. If you intend to repurpose an existing asset to maintain a line of business which would otherwise relocate outside of the County or if you will establish a new line of business to contribute to economic growth, the County may count this as fulfilment of your match requirement. You will need to provide fair market valuation with your application as proof of in-kind match.

General Requirements & Information

Secretary of State Registration. Your business must have an [active business registration with the Oregon Secretary of State](#). You will need your Oregon Secretary of State identification number to complete this application. This requirement includes business applicants looking to move operations or establish operations into Clackamas county from outside of Oregon.

Code compliance. You may be disqualified from this program if the County finds you are out of compliance with any applicable business codes or owe back taxes without an approved payment plan.

Participation Restrictions. You may only apply once per application cycle and may not apply to this grant program again if you have previously received an award funded with lottery dollars of any amount.

Trade secrets and your application. Since applications submitted under this NOFO are subject to public records requests, please clearly mark any included trade secrets as '(TRADE SECRET)' in your responses. All identified trade secrets will be redacted when responding to public records requests.

Only business applicants. Grants will be awarded to businesses, not individuals, so please apply with the official name of your business as registered with the Oregon Secretary of State.

Indirect costs. Indirect costs are not funded through these awards and should not be part of your budget request.

Debt(s). This grant may not be used to pay debts on already-implemented projects. This grant is intended for new projects only.



Application and Submission Information

To apply, complete the [official online application](#). Keep these instructions handy as a reference as you complete the application. Provide as much information as needed to thoroughly answer questions and convey information; however, please keep answers as clear concise as possible.

Your application will need to:

- A. Provide Basic Applicant Data. Provide the basic data requested on the application, including your EIN, Oregon Secretary of State ID, incorporation month and year, and your NAICS (industry) code. You will also be required to answer a question about any back taxes owed and whether a repayment plan is in place.
- B. Provide a Narrative Summary. Provide a summary of your project and the amount of your request. Please also provide an amount that could fund a modified or scaled down version of your project in the event the County must award less than the amount you requested, if a modified or scaled down version of the project is possible.
- C. Describe a Business Need. Provide a brief narrative describing the business need for grant funding. The narrative should address at least one of the following, and any others which are relevant:
 - a. Describe the circumstances creating the business need;
 - b. For capital purchases, how the grant will contribute to business expansion or projected growth strategies, etc.;
 - c. For workforce development projects, a description of the workforce need and how the need is inhibiting the revenue growth or production capacity of the company;
 - d. How the grant will specifically be used for the relocation of operations *to* Clackamas county, the prevention of business exodus *from* Clackamas county, or the expansion of operations *in* Clackamas county.
- D. Provide Timeline. Estimate the time required to fully implement your project, in months.
- E. Identify a Project Type, either a **workforce development** or **capital asset** project:
 - For **capital projects**, describe what will be purchased, the total cost of the capital project, how the project price estimate was determined, the impact of the capital outlay on operations, what will be accomplished, etc. *Capital project* requests may also include any fees, licenses, delivery costs, taxes, installation, utility hookups, etc. *directly associated* with the purchase to bring the capital project online operationally and these costs should be broken out in your budget. Capital project budgets should not include payroll costs of current employees.
 - For **workforce development projects**, describe the type and number of employees to be hired/retained, special training to be acquired, hiring incentives or retention plan to be deployed, or impact of the project on retention, etc., as applicable. Examples of workforce development projects include but are not limited to:



- The cost of training for employees to learn a new or updated technology, equipment or process, employer-specified or industry-specific skills;
- Train-the-trainer instruction to build the capacity of businesses;
- Training materials and supplies;
- Facility expenses directly related to and necessary for the training;
- Rental of tools and equipment critical to the project;
- Travel expense and per diem of instructor(s) at government-approved rates; and
- Instructor/trainer fees

Workforce budgets should not include payroll costs of current employees.

- F. Select a Project Category from one of the following. Choose the category that best fits your proposed project:
- Multi-site Development Assistance or Relocation to Clackamas County.** You seek to establish a new location in Clackamas county or relocate your existing business into Clackamas county and your business would benefit from additional support for capital infrastructure improvements or purchases.
 - Matching Funds Need.** Your business is already located in Clackamas county and is in need of matching funds for an existing local, state or federal grant(s) or for a grant which has been applied for or which will be applied for to leverage larger investments to support the expansion, workforce development, or overall health of your business.
 - Production Expansion and Capacity.** Your business is currently located in Clackamas county and needs financial support to relocate to a larger facility, expand existing facilities and/or production capacity through additional employees, employee technical training, automating equipment, or other capital investment efficiencies.
 - County Business Retention.** You are currently located in Clackamas county and request funds to assist with a capital project or workforce development project intended to retain operations in Clackamas county, to relocate to a larger facility within Clackamas county, or to otherwise expand facilities and/or production.
- G. Create a Project Budget. Download the [budget template](#) in PDF format. You will use the budget template to provide budget categories and amounts based on the project type you have selected. You will choose relevant line-item descriptions and put them into the space provided yourself. Your line-item budget should provide the type of cost, a brief description of the cost, a quantity (if relevant) and amount of each necessary project expense.

In the budget template, there is a *Grant Request* column to be used for all costs you want to be funded by this grant. The total of this column should agree with the grant amount you are requesting, up to \$100,000. Include only allowable costs as described in this NOFO in the *Grant Request* column.

In the *Match* column, include all direct costs you will incur funded by the sources you propose as match. If you have chosen a capital project, break out any direct costs required to bring the project online operationally, if these costs are included in your application



request amount or proposed as match. All direct costs associated with workforce development projects are also eligible in either column if you have chosen that project type.

Do not include payroll costs of current employees in either column.

When you have completed your budget(s), save and upload in the designated question on the application.

- H. Provide Proof of Match. You will be required to provide proof of your match source in the amount of at least 100% of your grant request. Match amounts above 125% of the grant request will receive extra points during the scoring phase. Your match commitment in the application will become your legal commitment in the grant agreement, if awarded, and, as a part of grant monitoring, the County will verify the use of this match on the project during term of the grant agreement. Depending on the source of match, proof may come in the form of:
- a bank or investor letter of commitment or preapproval or proof of a line of credit equal to the required funding match
 - a grant award notice from a funding agency or specific identification of a grant to be applied for or already applied for. If applied for but not already awarded, please provide your submitted application as an attachment. If the grant is yet to be applied for, you should provide the specific website from the funding agency which provides information on the funding opportunity, including how and when to apply.
 - proof of availability of corporate cash, such as a savings account statement
 - proof of owner investment cash, etc.
- I. Describe the Business Impact(s) of Grant. You will be asked to provide a statement on your estimate of the expected impacts of the grant on your business, if awarded, and how the grant will contribute to the growth of your business, increase market share or develop a competitive advantage, and even how any benefits might accrue to the county more generally.
- J. Choose Expected Outcomes for the Project. All projects must have at least one or more defined expected outcomes which contribute to economic growth in Clackamas county. The outcomes you define in this section may become the performance measures in your grant, if awarded. In narrative form, you will provide one or more expected project outcomes from the following, based on the project type you chose:
- For workforce development projects, **one or more**:
 - Must increase employee count by 10%;
 - Must demonstrate the capacity of the project to retain existing workers;
 - Must describe how the funding will be used to develop the technical expertise of the existing workforce through the addition of new skills or certifications or how the project will attract workers with necessary



technical skills to promote positive economic outcomes and/or increase the capacity of your business;

- If applicable, describe how this grant will be used as match on an existing or potential business development grant or grants the applicant has or will obtain through other means. (If you are awarded another grant, the County's grant will derive its measurable outcomes from that separate matching grant.)
- For capital investment projects, **one or more**:
 - For businesses seeking to expand offerings to enhance market share, describe the estimated expansion by type of service, by geographical reach, or by a percentage estimate of customer base expansion;
 - Must allow your business to maintain operations in Clackamas county for 2 years from the date of awarded funding (OR) for 1 full calendar year after the grant period of performance has closed, whichever is later;
 - Must allow your business to establish new operations in Clackamas county;
 - Must increase production efficiencies and you must estimate the increased efficiency as a percentage. (Note: you'll need to choose a metric that is measurable for monitoring purposes);
 - For manufacturing-based businesses, must clearly demonstrate production capacity expansion and provide a measurable estimate.
 - If applicable, describe how this grant will be used as match on an existing or potential business development grant or grants the applicant has or will obtain through other means. (If you are awarded another grant, the County's grant will derive its measurable outcomes from that separate matching grant.)

K. **Attestation.** You'll be required to sign the attestation on the application. Only a corporate officer who is authorized to legally bind the business may sign the attestation. Fraudulent applications will be referred to law enforcement.

Evaluation

Your application will be evaluated by a review committee comprised of Clackamas County staff, who will recommend projects to the Board of County Commissioners (BCC) for funding. **The BCC has sole authority to determine funded projects** and may choose to disregard the recommendations of County staff or alter department recommendations at will. Only applications considered responsive will be evaluated. "Responsive" applications are those which comply with the requirements in this NOFO. Late and/or incomplete applications or applications from non-traded sector businesses will not be considered.

Timeline. Applications will be reviewed November/December 2024 and recommendations for funding made to the BCC by January/February 2025. Awardees will be notified by email once the BCC has finalized their decisions.



After County staff have notified awardees, staff and awardees will negotiate a final scope of work for the project, including timelines for the grant period specific to each project. County Finance, County Counsel, and the BCC will approve final grant documents.

Non-discrimination

Per the Civil Rights Act of 1964, no person shall, on the basis of race, color, or national origin, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any County program, service or activity.