



DAN JOHNSON
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
DEVELOPMENT SERVICES BUILDING
150 BEAVERCREEK ROAD OREGON CITY, OR 97045

October 12, 2023

BCC Agenda Date/Item: _____

Board of County Commissioners
Clackamas County

Approval of to apply for a Fairgrounds Funding program grant from Business Oregon for funding toward the multi-purpose building. Grant value is \$277,777. Funding is through Business Oregon. No County General Funds are involved.

Previous Board Action/Review	Request for Consent: October 10, 2023		
Performance Clackamas	1. The purpose of the County Fair and Rodeo program is to provide venue marketing, entertainment and production services to residents and visitors so they can experience a Clackamas County tradition and create life-long memories for generations to come. 2. Build public trust through good government by conducting property transactions in a transparent manner.		
Counsel Review	N/A	Procurement Review	N/A
Contact Person	Sarah Eckman, DTD Assistant Director	Contact Phone	503-742-4303

EXECUTIVE SUMMARY:

Clackamas County's Fair & Event Center, through the Department of Transportation and Development, requests approval of an application to Business Oregon for \$277,777 in County Fair direct funding to go toward the Fairgrounds' new multi-purpose building construction project.

The Business Oregon grant is being awarded, in equal amounts, to all 36 Oregon counties, as well as the state fairgrounds. It is funded through the sale of lottery bonds by the State of Oregon.

The grant was originally applied for by the Fair & Event Center; however, it was later learned that the application must come from the county, and the award must be made to the county as the property owner.

For Filing Use Only

RECOMMENDATION:

Staff respectfully recommends the Board of County Commissioners approve the attached Financial Assistance Application Lifecycle Form for the County Fair & Event Center grant application to Business Oregon County Fairgrounds Funding program.

Respectfully submitted,

Dan Johnson

Dan Johnson, Director
Department of Transportation and Development

Financial Assistance Application Lifecycle Form

Use this form to track your potential award from conception to submission.

Sections of this form are designed to be completed in collaboration between department program and fiscal staff.

If renewal or direct appropriation, complete sections I, II, IV & V only. Section III is not required.

If Disaster or Emergency Relief Funding, EOC will need to approve prior to being sent to the BCC

****CONCEPTION****

Section I: Funding Opportunity Information - To Be Completed by Requester

Award type: Direct Appropriation (no application) Subrecipient Award Direct Award

Award Renewal? Yes No

Lead Fund # and Department:	212 - Clackamas County Fair and Event Center
Name of Funding Opportunity:	State of Oregon County Fairgrounds Capital Improvements Grant

Funding Source: Federal – Direct Federal – Pass through State Local

Requestor Information: (Name of staff initiating form)	Sarah Eckman
Requestor Contact Information:	SarahSte@clackamas.us
Department Fiscal Representative:	N/A
Program Name & Prior Project #: (please specify)	2021 House Bill 5006

Brief Description of Project:

Partial funding for Clackamas County Fairgrounds Multipurpose Building. This grant was awarded to all 36 county fairs, as well as the state fairgrounds and is funded through the sale of lottery bonds by the State of Oregon.

The Fair & Event Center originally filed the paperwork for this grant. Once the intent to award was released, it was learned that the County must be the recipient of the funds and the grant signer, given the county ownership of the property. County staff are working on updating the grant documentation with Business Oregon so that the County can receive the funds. This lifecycle form is an important step in that process.

Name of Funding Agency: State of Oregon through the Oregon Business Development Department

Notification of Funding Opportunity Web Address: https://www.oregon.gov/biz/programs/county_fairgrounds_grants/Pages/default.aspx

OR

Application Packet Attached: Yes No

Completed By: Sarah Eckman Date: 9/26/2023

**** NOW READY FOR SUBMISSION TO DEPARTMENT FISCAL REPRESENTATIVE ****

Section II: Funding Opportunity Information - To Be Completed by Department Fiscal Rep

Competitive Application Non-Competing Application Other

Assistance Listing Number (ALN), if applicable:		Funding Agency Award Notification Date:	
Announcement Date:		Announcement/Opportunity #:	
Grant Category/Title		Funding Amount Requested:	\$277,777
Allows Indirect/Rate:		Match Requirement:	None
Application Deadline:	6/3/2022	Total Project Cost:	\$13,225,000 (includes contingency)
Award Start Date:		Other Deadlines and Description:	ARPA 4.7M 6/30/2, ARPA 4.8M 6/30/2025
Award End Date:	6/30/2026		
Completed By:		Program Income Requirements:	
Pre-Application Meeting Schedule:			

Additional funding sources available to fund this program? Please describe:

State ARPA - \$4,790,800 funds; County ARPA - \$4,800,000; facility naming rights - \$750,000; sponsorships - \$250,000; local fundraising - \$500,000; possible bank loan - up to \$1,856,423.

How much General Fund will be used to cover costs in this program, including indirect expenses?

\$0.00

How much Fund Balance will be used to cover costs in this program, including indirect expenses?

\$0.00

In the next section, limit answers to space available.

Section III: Funding Opportunity Information - To Be Completed at Pre-Application Meeting by Dept Program and Fiscal Staff

Mission/Purpose:

1. *How does the grant/funding opportunity support the Department and/or Division's Mission/Purpose/Goals?*

2. *Who, if any, are the community partners who might be better suited to perform this work?*

3. *What are the objectives of this funding opportunity? How will we meet these objectives?*

4. *Does the grant/financial assistance fund an existing program? If yes, which program? If no, what is the purpose of the program?*

Organizational Capacity:

1. *Does the organization have adequate and qualified staff? If no, can staff be hired within the grant/financial assistance funding opportunity timeframe?*

2. *Are there partnership efforts required? If yes, who are we partnering with and what are their roles and responsibilities?*

3. *If this is a pilot project, what is the plan for sun setting the project and/or staff if it does not continue (e.g. making staff positions temporary or limited duration, etc.)?*

4. *If funded, would this grant/financial assistance create a new program, does the department intend for the program to continue after initial funding is exhausted? If yes, how will the department ensure funding (e.g. request new funding during the budget process, supplanted by a different program, etc.)?*

Collaboration

1. List County departments that will collaborate on this award, if any.

Reporting Requirements

1. What are the program reporting requirements for this grant/funding opportunity?

2. How will performance be evaluated? Are we using existing data sources? If yes, what are they and where are they housed? If not, is it feasible to develop a data source within the grant timeframe?

3. What are the fiscal reporting requirements for this funding?

Fiscal

1. Are there other revenue sources required, available, or will be used to fund the program? Have they already been secured? Please list all funding sources and amounts.

2. For applications with a match requirement, how much is required (in dollars) and what type of funding will be used to meet it (CGF, In-kind, local grant, etc.)?

3. Does this grant/financial assistance cover indirect costs? If yes, is there a rate cap? If no, can additional funds be obtained to support indirect expenses and what are those sources?

Other information necessary to understand this award, if any.

Program Approval:

Name (Typed/Printed)	Date	Signature
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** NOW READY FOR PROGRAM MANAGER SUBMISSION TO DIVISION DIRECTOR **
ATTACH ANY CERTIFICATIONS REQUIRED BY THE FUNDING AGENCY. COUNTY FINANCE OR ADMIN WILL SIGN

Section IV: Approvals

DIVISION DIRECTOR (or designee, if applicable)

Sarah Eckman

9/26/2023

Sarah Eckman

Name (Typed/Printed)

Date

Signature

DEPARTMENT DIRECTOR (or designee, if applicable)

Dan Johnson

10/2/2023

Dan Johnson

Digitally signed by Dan Johnson
Date: 2023.10.02 10:29:46 -07'00'

Name (Typed/Printed)

Date

Signature

FINANCE ADMINISTRATION

Elizabeth Comfort

10/2/2023

Elizabeth Comfort

Name (Typed/Printed)

Date

Signature

EOC COMMAND APPROVAL **WHEN NEEDED FOR DISASTER OR EMERGENCY RELIEF APPLICATIONS ONLY**

Name (Typed/Printed)

Date

Signature

Section V: Board of County Commissioners/County Administration

(Required for all grant applications. If your grant is awarded, all grant awards must be approved by the Board on their weekly consent agenda regardless of amount per local budget law 294.338.)

For applications less than \$150,000:

COUNTY ADMINISTRATOR	Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Name (Typed/Printed)	Date	Signature

For applications up to and including \$150,000 email form to Tracy Moreland at TracyMor@clackamas.us for Gary Schmidt's approval.

For applications \$150,000 and above, email form with Staff Report to the Clerk to the Board at ClerktotheBoard@clackamas.us to be brought to the consent agenda.

BCC Agenda item #: Date:

OR

Policy Session Date:

County Administration Attestation

County Administration: re-route to department at

and

Grants Manager at financegrants@clackamas.us

when fully approved.

Department: keep original with your grant file.