

**KLAMATH COUNTY ECONOMIC  
DEVELOPMENT PROGRAM APPLICATION**



**Date Issued:** September 1, 2021

**Issued By:** Klamath County Finance  
305 Main Street  
Klamath Falls, Oregon 97601

(541) 883-4202

**Applications Due:** 5:00 p.m., September 30, 2021

## Frequently asked Questions

### Can we apply for funding for more than one project?

No. Applications may be submitted for only one project. Applicants should not make multiple requests in a funding cycle.

### Are grants only for private businesses?

Non-profit organizations may also apply.

### What can the grant funds be used for?

Grant funds may be used to further economic development, including job creation or retention, education and training, marketing and promotion, building capacity, and economic development infrastructure.

### Do we give extra credit for anything?

Extra points are awarded for projects that occur in areas outside of the Klamath Falls urban growth boundary.

### Is there anything else required?

Yes, applicants are required to attend a grant orientation class, scheduled for Thursday, September 9, 2021 from 2-3 pm in Room 214 at the County Government Center, 305 Main Street, Klamath Falls. The Economic Development Advisory Committee may also request that an applicant meet to discuss their application.

### How long are awarded grant funds available for?

The project must be completed within twelve (12) months of the effective date of the letter of agreement. A final report must be completed no later than sixty (60) days following the project completion date, and submitted within twelve (12) months of the contract date. No more than 80% of the total grant award may be drawn prior to the final report. Applicants are not eligible to apply for future grant cycles until the final report is submitted.

### General Information:

The Klamath County Board of County Commissioners invites economic development grant applications for projects that will promote economic development in Klamath County.

There will be a mandatory Grant Orientation Class for all applicants to provide information and answer questions about the grant process on **September 9, 2021** from 2:00 p.m. to 3:00 p.m. at the Klamath County Government Center Building, 305 Main Street, Klamath Falls, Oregon, Room 214. **This is a mandatory meeting that all applicants are required to attend. There will be no makeup classes offered. Please be sure to send a grant manager from your organization to attend this class. Grant managers are individuals that will be directly administering the grant funds.**

Applications must be submitted electronically to Klamath County via the County website or delivered or mailed to Klamath County Finance Department, 305 Main Street, Klamath Falls, OR. 97601. Electronic submission is the preferred form of application. No applications will be accepted if received later than **5:00 P.M, September 30, 2021. Mail delivery, website functionality and office accessibility issues are the responsibility of the applicant and will not affect the submission deadline.**

The Economic Development Advisory Committee appointed by the Klamath County Board of County Commissioners will review and make recommendations to the Commissioners for grant awards of up to \$30,000.

A cash match of 30% of the grant award is required.

**Goals:**

- Create or retain jobs in Klamath County.
- Enhance workforce or business skills for residents or business owners in Klamath County.
- Promote economic development in Klamath County including development and distribution of information in support of business formation and expansion or relocation of businesses from outside the state of Oregon.
- Support or expand the capacity of existing groups that have a mission of economic development in Klamath County.
- Assist with programs or facilities that support economic development in Klamath County, including efforts to remove obstacles to economic development.

**General Terms and Conditions**

Klamath County has established an Economic Development Grant Program to assist local organizations in furthering economic development in Klamath County. The Board of County Commissioners looks for projects that offer special or unique opportunities consistent with local economic development goals and objectives. Projects should identify a specific project and indicate how that project will further economic development.

Funding for the Economic Development Grant Program comes from the State of Oregon lottery funds and use of the funds will comply with Oregon laws and rules.

Projects for which applications are made must be completed, including submitting a final report, within twelve (12) months of agreement signature date. The final report required under the terms of the agreement is to be completed and submitted to Klamath County within sixty (60) days of the project completion.

Applicants who have not completed the final report within the time period stated above or are not in compliance with the county logo usage agreement are not eligible to apply again for two (2) grant cycles.

**Types of Projects**

Klamath County's intention is to fund as many well-qualified projects as possible, within the available funding budget. Project activities may include, but are not limited to, any of the following efforts (in no particular order) (reference ORS 461.540):

- Providing services or financial assistance to for-profit and nonprofit businesses located or to be located in Oregon;
- Providing services or financial assistance to business or industry associations to promote, expand or prevent the decline of their businesses; or
- Providing services or financial assistance for facilities, physical environments or development projects as defined in ORS 285B.410, that benefit Oregon's economy.

Projects that include the following activities are **not** eligible for grants:

- Projects that are for fund raising requests, prizes or awards and requests for endowment funding.
- Projects that contravene current federal, state or local statutes and administrative regulations.
- Funding will only be awarded to projects that can be COMPLETED within the allowable timeframe.
- No grant funds will be awarded to a project in which the award could be considered a regular cost of doing business.

### **Note**

We encourage those applying for an Economic Development Grant to visit the Business Oregon website to search for other grant opportunities ([www.oregon4biz.com](http://www.oregon4biz.com)). Applicants are also encouraged to work with local economic development agencies, including the Klamath IDEA, Klamath Community College's Small Business Development Center, Klamath County Economic Development Association, and South-Central Oregon Economic Development District.

### **Matching Requirements**

Economic development grant recipients are required to provide a **cash match of 30%** of the grant request. For example, if you are requesting \$10,000 of grant funds, you must provide a cash match of \$3,000. The project budget would total at least \$13,000.

In-kind contributions are encouraged and may be described in the application, but are not applied toward the cash match requirement. These cash matches are required minimums. Larger cash matches may be shown in the budget. Points will not specifically be given for a larger cash match. However, a greater match is a consideration in the evaluation of the ability for the applicant to carry out the proposal.

### **Repeat Funding**

An existing project can qualify for repeat funding. However, the Economic Development Grant Program awards are considered seed money for good ideas. If a project is a good idea, it should become self-sufficient over time. Repeat applications will be accepted at the discretion of the committee. Supplementary information including an explanation of the impact and effectiveness of prior funding and how the current funding request differs from use of prior funds is requested. Financial statements of the business are also requested.

## **Partial Funding**

The number of grant applications received typically exceeds the amount of available funding, which makes grant awards extremely competitive. In some instances, only, partial funding may be recommended for the project. Applicants are asked to identify, in advance, how a project would be modified if the full amount is not recommended.

## **Multiple Grant Applications**

Only one application may be submitted per entity per funding cycle. A phase 1 - phase 2 approach will be considered.

## **Evaluation**

A seven-member advisory committee appointed by the Klamath County Board of Commissioners will review grant applications. The evaluation committee will recommend the top-ranking applications and a funding level to the Board of County Commissioners who will then make the final decision for awarding grants. A "Selection Criteria Summary" is attached to demonstrate how this application will be scored. This form will be used by the Advisory Committee to score each proposal.

Preference points will be awarded for projects in areas outside of the Klamath Falls urban growth boundary.

## **Grant Agreement**

Successful applicants will be required to enter into a letter of agreement with Klamath County. The agreement will specify the conditions of payment and project performance. Terms of the agreement require that Klamath County Economic Development Grant recipients will acknowledge the grant funding in any written material and other media as appropriate. At a minimum, the applicant will provide a press release to local media outlets. Applicants will be required to provide proof of a current comprehensive liability insurance policy for the duration of the grant agreement. Such policy will be at the applicant's own expense and not eligible for reimbursement with grant funds. In addition, applicants will be required to comply, at their own expense, with all laws of any municipal, county, state, federal or other public authority respecting the use of economic development funds, which may include public contracting laws. If the grant award includes funding for any capital improvements, the applicant agrees to maintain or ensure public access to such improvements. The agreement also requires written narrative and financial reports; survey or evaluation; and copies of reports and collateral material produced in association with the project. The signed grant agreement is due back no later than two (2) weeks following the Klamath County Board of Commissioners approval of the award. The deadline for returning signed contracts for this funding cycle is Thursday, October 21, 2021 at 5 pm.

## **Qualifications/Delinquency**

If your organization has previously been awarded a grant and you are delinquent in meeting any of the requirements for that award, your organization is not eligible to apply for another award until all reporting requirements are brought current and two (2) application cycles have passed.

If your organization has not maintained compliance with the logo usage agreement you will not be eligible to apply for awards under this program for two (2) application cycles. A new logo usage agreement is required for each grant or project.

Non-compliance with any Klamath County grant program may impact your eligibility to participate in this program.

### **Payment Information**

Each applicant will submit a completed IRS form W-9 with the agreement. The W-9 will contain all the information for the individual or entity to whom Klamath County will remit payments. Applicants understand that this grant is on a reimbursement basis. Grant funds will not be released in advance of an expenditure. Payments will not be made for expenses incurred prior to the effective date of the letter of agreement.

### **Economic Development Grant Budget Forms**

Each applicant will submit proposed budget forms for their project. The budgets should encompass all aspects of the project and include the value of any non-cash (in-kind) or barter contributions. Value all volunteer labor hours at the rate of \$12.50 per hour as a non-cash (in-kind) contribution. Volunteer/in-kind contributions do not reduce or replace the required cash match under the grant.

### **Demonstration of Community Support**

Each applicant is required to submit three (3) letters of support or endorsements from community partners or stakeholders of potential supporters that are not related to the organization or its primary management team (board members, etc.). Each letter should be unique and specifically address your proposal and why the writer believes the project will benefit the community.

### **Selection Criteria Summary**

Below are the criteria that the Economic Development Advisory Committee follows to score each application:

Economic development impact relative to the scale of the funds requested.

Support of or consistency with local or regional development plans.

Demonstration of the applicant's ability to complete the project, considering management/administrative capability and financial sufficiency.

Demonstration of the extent to which the county grant will bring other public or private funds to the project.

Delivering new, expanded or enhanced services, including bringing services to geographic areas of Klamath County that are not currently well served, while avoiding duplication or displacement of existing projects, programs or funding.

Demonstration of how the applicant will work with economic development partners to successfully complete the project. Demonstrated community support and evidence of in-kind support.

Strong evaluation method with measurable objectives.

Preference points will be added for projects that are located outside of the City of Klamath Falls urban growth boundary.

## **How to Apply**

Application forms are available on the County website. Electronic submissions are the preferred form of application. Grant application questions must be submitted on a form you have produced which replicates the questions exactly if not submitted electronically. **Incomplete applications, not attending mandatory meetings, failure to meet the submission deadline or other deficiencies may result in your application being rejected** without ranking.

Applications will not be accepted after the deadline stated below. Submit completed applications via the County website or to:

**Klamath County Finance  
Economic Development Grant Program  
305 Main Street  
Klamath Falls, OR 97601**

### **Timeline for the 2021 Klamath County Economic Development Grant Program**

|                           |   |
|---------------------------|---|
| September 1, 2021         | Grant applications available on Klamath County website.                       |
| <b>September 9, 2021</b>  | <b>2:00 p.m. Grant Orientation Class (required for all grant applicants).</b> |
| <b>September 30, 2021</b> | <b>5:00 p.m. Deadline for submitting applications.</b>                        |
| October 8, 2021           | 2:00 p.m., Advisory Committee meeting to score proposals.                     |
| October 13, 2021          | 10:00 a.m. Board of Commissioners work session to review and award grants.    |
| <b>October 21, 2021</b>   | <b>5:00 p.m. Signed contracts due to Finance from Award Recipients.</b>       |
| November 9, 2021          | 8:30 a.m. Board of Commissioners business meeting to sign agreements.         |

Grant funds become available after agreements are signed by both parties. Only expenses incurred after the effective date of the letter of agreement are allowed for reimbursement.