

To request translation or disability-related accommodations, please contact us at [DTDcompliance@clackamas.us](mailto:DTDcompliance@clackamas.us) | 503-742-4400.

Si quiere solicitar servicios de traducción o adaptaciones para la discapacidad, contáctenos en/al [DTDcompliance@clackamas.us](mailto:DTDcompliance@clackamas.us) | 503-742-4400.

Чтобы запросить перевод или приспособления, связанные с инвалидностью, пожалуйста, свяжитесь с нами по:

[DTDcompliance@clackamas.us](mailto:DTDcompliance@clackamas.us) | 503-742-4400.

Щоб попросити переклад або спеціальні послуги для осіб з особливими потребами, зверніться до нас, скориставшись такими контактними даними:

[DTDcompliance@clackamas.us](mailto:DTDcompliance@clackamas.us) | 503-742-4400.

如需翻译服务或残障相关的协助，请与我们联系：

[DTDcompliance@clackamas.us](mailto:DTDcompliance@clackamas.us) | 503-742-4400。

Để yêu cầu dịch vụ dịch thuật hoặc điều chỉnh liên quan đến tình trạng khuyết tật, vui lòng liên hệ với chúng tôi qua [DTDcompliance@clackamas.us](mailto:DTDcompliance@clackamas.us) | 503-742-4400.



**Clackamas County**  
[www.clackamas.us](http://www.clackamas.us)



**DAN JOHNSON**  
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

DEVELOPMENT SERVICES BUILDING  
150 BEAVERCREEK ROAD OREGON CITY, OR 97045

April 23, 2026

BCC Agenda Date/Item: \_\_\_\_\_

Board of County Commissioners  
Clackamas County

**Approval of Funding Agreements with Meteorite Brewery LLC, Poulsen Cascade Tackle LLC, and 13th Moon Brouwerij LLC for Capital or Workforce Development projects. Total value is \$62,200 for three (3) Agreements. Funding through budgeted County-allocated Lottery dollars. No County General Funds are involved.**

**Previous Board Action/Review**

1. April 17, 2024: Board of County Commissioners (Board) directed the Office of Economic Development (OED) to develop a Business Development Grant Awards program in the amount of \$600,000 to invest in local businesses to ensure their ongoing success in the County.
2. June 10, 2025: Board approval of a second year of the grant program in the amount of \$650,000 for FY25-26.
3. January 20, 2026: Board approval of grant funding for 12 applicants as recommended by the Business Development Grant Review & Recommendation Committee.

**Performance Clackamas:** Vibrant Economy

**Counsel Review:** Yes

**Procurement Review:** N/A

**Contact Person:** Laura Edmonds 503-742-4366

**EXECUTIVE SUMMARY:** In April 2024, at the direction of the Board, the Office of Economic Development (OED) developed a Business Development Grant Program to invest \$650,000 in local businesses to ensure their ongoing success in the County. The grant program provides funding to existing traded sector businesses of various sizes to relocate to or expand operations in Clackamas County. In June of 2025, the Board directed staff to advance a second year of the program.

Businesses applied for funding to support Capital or Workforce Development projects, with a maximum award for any individual project capped at \$100,000. The program received 24 total applications, 15 of which met the base eligibility criteria. A Review & Recommendation Committee (R&RC) was formed to evaluate eligible applications and determine final project funding recommendations.

On January 20, 2026, staff presented the R&RC's funding recommendations to the Board. The R&RC recommended funding 12 projects for a total of \$650,000. The Board approved the funding recommendations as presented and directed staff to create Funding Agreements for final Board approval.

For Filing Use Only

On April 9, 2026, the Board approved the first four (4) of these grant funding agreements for signature.

This packet contains funding agreements for the next three (3) of the 12 approved projects. The remaining five (5) agreements are anticipated to be submitted for approval in May.

**RECOMMENDATION:** Staff respectfully recommend approval of the Funding Agreements between Clackamas County and Meteorite Brewery LLC, Poulsen Cascade Tackle LLC, and 13<sup>th</sup> Moon Brouwerij LLC.

Respectfully submitted,

*Dan Johnson*

Dan Johnson, Director  
Department of Transportation & Development

## GRANT AGREEMENT

**Program Name:** Business Development Grant Program  
**Program Number:** 600406

This Grant Agreement (this "Agreement") is between **Clackamas County**, a political subdivision of the State of Oregon ("County"), acting by and through its Office of Economic Development, and **Meteorite Brewery LLC**, an Oregon for-profit entity ("Recipient").

### County Information

**Grant Administrator:**

**Program Manager:** Julia McCotter

Clackamas County Office of Economic Development  
150 Beavercreek Road  
Oregon City, OR 97045  
503-742-4238  
4biz@clackamas.us

Clackamas County Office of Economic Development  
150 Beavercreek Road  
Oregon City, OR 97045  
503-742-4399  
JMcCotter@clackamas.us

### Recipient Information

**Finance/Fiscal Representative:**

**Owner:**

Bryce Morrow  
Meteorite Brewery LLC  
503-347-0399  
bryce@ocbeerco.com

Bryce Morrow  
Meteorite Brewery LLC  
503-347-0399  
bryce@ocbeerco.com

**State of Oregon Business Registry Number:**

81845795

## RECITALS

County seeks to promote economic development by investing in capital, capacity, and workforce development projects for traded-sector businesses operating in Clackamas County.

On April 17, 2024, the Clackamas County Board of Commissioners ("Board") approved a Business Development Grant program with the goals of using lottery dollars to support business and workforce development activities, retaining Clackamas-County-based operations, and attracting businesses looking to relocate into Clackamas County.

On January 20, 2026, the Board approved the Business Development Grants, as recommended by the Review and Recommendation Committee, and instructed the Office of Economic Development to finalize funding agreements with the approved Recipients.

The total investment in the Business Development Grant Program from County's restricted fund allocation of lottery dollars in the 2025-26 fiscal year is \$650,000. The maximum lottery dollar funding for each grant is \$100,000. Grants may be for lesser amounts, and no single grant may exceed \$100,000.

Recipient submitted an application, attached as Exhibit B, for grant funds to be used for a Capital project. County has agreed to award Recipient a portion of the requested grant funds to perform the work described in Exhibit A (the "Project").

NOW, THEREFORE, the parties agree as follows:

**AGREEMENT**

1. **Term.** This Agreement shall become effective on the date it is fully executed and shall expire on June 30, 2028, unless sooner terminated or extended pursuant to the terms hereof.
2. **Grant Funds.**
  - a. **Payment.** County agrees to pay Recipient a one-time lump sum not to exceed fifty-three thousand dollars (\$53,000.00) (the “Grant Funds”). Such payment is contingent on County receiving appropriations or other expenditure authority sufficient to allow County, in the exercise of its sole discretion, to make the payment.
  - b. **Use.** Recipient shall use the Grant Funds solely to complete the Project as described in Exhibit A, subject to the terms of this Agreement, the attached Exhibits, and all applicable laws and regulations including, but not limited to, the limitations set forth in Article XV, section 4, of the Oregon Constitution and ORS 461.540 for use of lottery dollars, which is the source of funds under this Agreement. Recipient shall use the Grant Funds solely for Project costs incurred during the period beginning **January 20, 2026** and ending **December 31, 2027** (the “Grant Period”), unless this Agreement is sooner terminated or the Grant Period is sooner extended pursuant to the terms hereof.
  - c. **Allowable Costs.** Recipient will incur only allowable costs in connection with the Project under this Agreement. A cost is allowable if it is reasonable and allocable, as described below.
    - i. **Reasonable.**
      1. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person in the conduct of competitive business. Reasonableness of specific costs must be examined with particular care in connection with firms or their separate divisions that may not be subject to effective competitive restraints. No presumption of reasonableness shall be attached to the incurrence of costs by Recipient. If an initial review of the facts results in a challenge to a specific cost by County, the burden of proof shall be upon Recipient to establish that such cost is reasonable.
      2. What is reasonable depends upon a variety of considerations and circumstances, including:
        - Whether it is the type of cost generally recognized as ordinary and necessary for the completion of the Project;
        - Generally accepted sound business practices, arm's length bargaining, and federal and state laws and regulations;
        - Recipient's responsibilities to the government, other customers, its owners, its employees, and the public at large; and
        - Any significant deviations from Recipient's established practices.
    - ii. **Allocable.** A cost is allocable if it is assignable or chargeable to one or more cost objectives on the basis of relative benefits received or other equitable relationship. Subject to the foregoing, a cost is allocable under this Agreement if it:
      1. Is incurred specifically for the Project as described in Exhibit A; or
      2. Benefits both the Project and other work, and can be distributed among them in reasonable proportion to the benefits received.

## METEORITE BREWERY LLC

Grant Agreement – Business Development Grant Program FY25/26

Page 3 of 8

- d. **Duplicate Funding.** Recipient may use funds other than the Grant Funds to complete the Project; provided, however, that Recipient may not use the Grant Funds for any Project costs that are budgeted to be or that have been paid for with other funds and would result in duplicate funding. The applicable portion of any rebate, allowance, or other credit relating to any Project costs received by or accruing to Recipient shall be credited to the Project either as a cost reduction or by cash refund to County.
  - e. **Return.** Any unspent Grant Funds must be returned to County within 30 days of the end of the Grant Period, the earlier termination of this Agreement, or the end of any extensions of the Grant Period. Unspent Grant Funds include those Grant Funds that have not been spent in accordance with the terms of this Agreement.
  - f. **Reimbursement.** County may require full or partial reimbursement of the Grant Funds if Recipient fails to deliver the Project as described in Exhibit A.
3. **Future Support.** County makes no commitment and assumes no obligation for future support of the Project.
  4. **Matching Funds.** Recipient is required to provide matching funds in the amounts specified in Exhibit A.
  5. **Amendments.** The terms of this Agreement may not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by both parties. Recipient must submit a written request for any amendment, including justification, to County at least forty-five (45) calendar days before expiration of this Agreement.
  6. **Termination.** This Agreement may be terminated prior to its expiration as follows:
    - a. At County's discretion, upon thirty (30) days' advance written notice to Recipient.
    - b. Upon a party's default under this Agreement, following thirty (30) days' written notice to the party with an opportunity to cure.
    - c. At any time upon mutual agreement by the parties.
    - d. Immediately upon written notice to Recipient that County lacks sufficient funds, as determined by County in its sole discretion, to continue to perform under this Agreement.

The termination of this Agreement, for any reason, shall not release Recipient from any obligation that has already accrued or that comes into effect due to such termination.

### 7. Default.

- a. **Recipient's Default.** Recipient will be in default under this Agreement upon the occurrence of any of the following:
  - i. Recipient fails to use the Grant Funds for eligible purposes described in Exhibit A;
  - ii. Any representation, warranty, or statement made by Recipient in this Agreement or in any documents or reports relied upon by County to measure the Business Development Grant Program, the expenditure of the Grant Funds, or the performance by Recipient is untrue in any material respect when made;
  - iii. Recipient fails to comply with any term or condition set forth in this Agreement;
  - iv. A petition, proceeding, or case is filed by or against Recipient under federal or state bankruptcy, insolvency, receivership, or other law; or

v. Recipient fails to make sufficient progress on the Project as determined by County in its sole discretion.

b. **County's Default.** County will be in default under this Agreement if County fails to perform a material obligation under this Agreement; provided, however, that failure to pay the Grant Funds due to lack of appropriation shall not constitute a default of County.

**8. Remedies.**

a. **County's Remedies.** In the event of Recipient's default, County may, at its option, pursue any or all remedies available to it under this Agreement, at law or in equity, including, but not limited to, (1) withholding the Grant Funds until compliance is achieved; (2) requiring reimbursement of the Grant Funds in the case of omissions or misrepresentations in financial or programmatic reporting; (3) requiring the return of any Grant Funds used by Recipient in violation of this Agreement; (4) terminating this Agreement, following thirty (30) days' written notice to Recipient with an opportunity to cure; (5) declaring Recipient ineligible to receive future awards from County; or (6) initiating an action or proceeding for damages or for declaratory or injunctive relief.

b. **Recipient's Remedies.** In the event of County's default, Recipient may, at its option, (1) terminate this Agreement, following thirty (30) days' written notice to County with an opportunity to cure, and/or, (2) subject to the limits of applicable law and this Agreement, require reimbursement of eligible costs incurred in accordance with this Agreement, less any claims County may have against Recipient. In no event will County be liable to Recipient for expenses related to termination of this Agreement or for any indirect, incidental, consequential, or special damages.

**9. Administrative Requirements.**

a. **Accounting.** All costs incurred by recipient under this Agreement should be recorded in compliance with generally accepted accounting principles, international financial reporting standards, and/or governmental accounting standards.

b. **Monitoring.** County and its duly authorized representatives shall have access to the financial records, books, documents, papers, plans, records of shipments, payments, and writings of Recipient that are pertinent to this Agreement, whether in paper, electronic, or other form, to perform examinations and audits and make excerpts and transcripts. County and its duly authorized representatives shall also have access to conduct onsite or offsite visits for the purpose of monitoring. County may take photographs of funded items during such visits.

c. **Record Retention.** Recipient will retain and keep accessible all financial records, books, documents, papers, plans, records of shipments, payments, and writings for a minimum of six (6) years, or such longer period as may be required by applicable state law, following expiration or termination of this Agreement, or until the conclusion of any audit, controversy, or litigation arising out of or related to this Agreement, whichever date is later.

d. **Change in Ownership.** Recipient is required to notify County, in writing, if Recipient intends to sell its business to another entity or otherwise transfer ownership during the term of this Agreement.

e. **Closeout.** County will closeout this award when County determines that all applicable administrative actions and all required work have been completed by Recipient.

**10. Compliance with Applicable Law.** Recipient shall comply with all applicable federal, state, and local laws, regulations, executive orders, and ordinances applicable to this Agreement, as they may be amended from time to time, including, but not limited to, (i) Titles VI and VII of the Civil Rights Act of

1964, as amended; (ii) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) the Americans with Disabilities Act of 1990, as amended; (iv) Executive Order 11246, "Equal Employment Opportunity," as amended; (v) the Health Insurance Portability and Accountability Act of 1996; (vi) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (vii) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (viii) all regulations and administrative rules established pursuant to the foregoing laws; and (ix) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations.

**11. General Provisions.**

- a. **Indemnification.** Recipient agrees to indemnify and hold County and its elected officials, officers, employees, and agents harmless with respect to any claim, cause, damage, action, penalty, or other cost (including attorney and expert fees) arising from or related to (i) the negligent or willful acts of Recipient or its employees, its agents, or those under its control; or (ii) the acts or omissions of Recipient in performing under this Agreement including, but not limited to, any claim by state or federal funding sources that Recipient used funds for an ineligible purpose. Recipient is responsible for the acts of its agents and employees, and County assumes no liability or responsibility with respect to the acts of Recipient or its employees, its agents, or those under its control.
- b. **Assignment.** This Agreement may not be assigned in whole or in part without the prior express written approval of County.
- c. **Independent Status.** Recipient is independent of County and will be responsible for any federal, state, or local taxes and fees applicable to the Grant Funds. Recipient is not an agent of County and, except as set forth herein, undertakes this work independent of the control and direction of County. Recipient shall not seek or have the power to bind County in any transaction or activity.
- d. **Notices.** Any notice provided for under this Agreement shall be deemed given if it is in writing and (1) delivered personally to the addressee; (2) sent by certified mail, return receipt requested; (3) sent by commercial delivery service (such as Federal Express); (4) sent by electronic mail with confirmation (such as a return receipt) that it was delivered, accessed, downloaded, or printed.
- e. **Dispute Resolution.** The parties will attempt in good faith to informally resolve any dispute arising out of this Agreement. This may be done at any management level, including at a level higher than persons directly responsible for administration of this Agreement. In addition, the parties may agree to utilize a jointly selected mediator to resolve the dispute short of litigation. Each party will bear its own costs incurred for any mediation.
- f. **Governing Law.** This Agreement, and all rights, obligations, and disputes arising out of it, shall be governed and construed in accordance with the laws of the State of Oregon and the ordinances of Clackamas County without regard to conflict of law principles. Any claim, action, or suit between the parties that arises out of or relates to this Agreement shall be brought and conducted solely and exclusively in the Circuit Court of the State of Oregon for Clackamas County; provided, however, that, if any such claim, action, or suit may be brought in a federal forum, it shall be brought and conducted solely and exclusively in the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by County of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the United States Constitution, or otherwise, from any claim or from the jurisdiction of any court. Recipient consents to the personal jurisdiction of the courts referenced in this section.
- g. **Severability.** If any provision of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect, and the offending provision shall be stricken.

**METEORITE BREWERY LLC**

Grant Agreement – Business Development Grant Program FY25/26

Page 6 of 8

- h. **Counterparts.** This Agreement may be executed in any number of counterparts, all of which together will constitute one and the same agreement. Facsimile or electronic signatures shall be valid as original signatures.
  - i. **Third-Party Beneficiaries.** Except as expressly provided in this Agreement, there are no third-party beneficiaries to this Agreement. The terms of this Agreement may be enforced only by the parties.
  - j. **Binding Effect.** This Agreement shall be binding on the parties and their successors.
  - k. **Integration.** This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements.
  - l. **No Attorney Fees.** In the event any arbitration, action, or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Agreement, each party shall be responsible for its own attorney fees and expenses.
  - m. **Debt Limitation.** This Agreement is subject to the county debt limitation set forth in Article XI, section 10, of the Oregon Constitution, and is contingent upon funds being appropriated to carry out its provisions.
  - n. **Necessary Acts.** Each party shall execute and deliver to the other all such further instruments and documents as may be reasonably necessary to carry out this Agreement.
12. **Insurance.** Recipient shall secure at its own expense and keep in effect during the term of this Agreement the insurance type and minimum coverage indicated below. These requirements do not in any way limit the amount or scope of Recipient’s liability under this Agreement. Recipient shall provide proof of said insurance and name County as an additional insured on all required liability policies. Proof of insurance and notice of any material change should be submitted to the Grant Administrator or Program Manager at the contact information listed above.

<input checked="" type="checkbox"/> Required – Workers’ Compensation: Recipient shall comply with the statutory workers’ compensation requirements in ORS 656.017, unless exempt under ORS 656.027 or 656.126.
<input checked="" type="checkbox"/> Required – Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.
<input type="checkbox"/> Required – Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per claim, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission, or negligent acts.
<input checked="" type="checkbox"/> Required – Automobile Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per accident for bodily injury and property damage.
<input type="checkbox"/> Required – Abuse & Molestation endorsement with limits not less than \$1,000,000 per occurrence if not included in the Commercial General Liability policy.

**13. Agreement Documents.**

The following documents are attached to this Agreement and incorporated herein:

- Exhibit A: Approved Scope of Work: Project Description, Budget, Performance Outcomes, and Reporting

**METEORITE BREWERY LLC**

Grant Agreement – Business Development Grant Program FY25/26

Page 7 of 8

- Exhibit B: Original Application, Budget, and Required Submission Documents
- Exhibit C: Original County Notice of Funding Opportunity (NOFO) and related FAQs

In the event of a conflict between the terms of this Agreement and/or any of the attached Exhibits, interpretations shall be based on the following order of precedence:

- This Agreement
- Exhibit A
- Exhibit B
- Exhibit C

*(Signature Page Follows)*

**METEORITE BREWERY LLC**

Grant Agreement – Business Development Grant Program FY25/26

Page 8 of 8

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers.

CLACKAMAS COUNTY

METEORITE BREWERY LLC

By: \_\_\_\_\_  
Craig Roberts, Chair

By:  \_\_\_\_\_  
Bryce Morrow, Managing Member

Dated: \_\_\_\_\_

Dated: 3/17/26 \_\_\_\_\_

Approved as to form:

By:  \_\_\_\_\_  
County Counsel

Dated: 3/31/26 \_\_\_\_\_

# EXHIBIT A – SCOPE OF WORK

Clackamas County Office of Economic Development  
Business Development Grant Program FY 2025-26

## Grant Award Information

**RECIPIENT:**

Meteorite Brewery LLC  
DBA Oregon City Brewing Company  
1401 Washington Street  
Oregon City, OR 97045

**AMOUNT:**

\$53,000

## Use of Grant Funds

The Grant Funds under this Agreement are lottery dollars. As such, they are subject to the limitations set forth in Article XV, section 4, of the Oregon Constitution and ORS 461.540. Use of lottery dollars is restricted to the following:

- (a) Creating jobs;
- (b) Furthering economic development in Oregon; or
- (c) Financing public education.

**The Grant Funds under this Agreement may be used for the following purposes:**

## Project Scope

Meteorite Brewery LLC dba Oregon City Brewing Company is awarded a grant in the amount of \$53,000 to support a Capital project. Project activities and reported outcomes will occur at 1401 Washington Street, Oregon City, OR, 97045. Grant Funds will support major building upgrades to the production area to improve production and energy efficiency. The goals of this project are to:

- Increase production
- Decrease production waste
- Improve environmental efficiency of production
- Expand product line or offer additional products

## Project Budget

PROJECT BUDGET					
	Line Item Description	Quantity	Unit Price	Cost Basis	Total
1	Install new 60 mil TPO heat welded roofing system, 20-year warranty	1.00	\$ 49,600.00	EA	\$ 49,633.00
2	Install R-30 insulation board above deck with new roofing	1.00	\$ 29,957.00	EA	\$ 29,957.00
3	Crane / Raise existing RTU's, type I vent hood & return, install 6" curbs, relocated.	1.00	\$ 3,500.00	EA	\$ 4,500.00
4	Mechanical / Electrical work for disconnection / reconnecting 8 mechanical units, permit	1.00	\$ 5,000.00	EA	\$ 6,500.00
5	Concrete shot blast prepped, epoxy system 1/4, drains, curbs 2,450 sq ft	1.00	\$ 15,955.00	EA	\$ 15,955.00
<b>TOTAL PROJECT COST</b>					<b>\$ 106,545.00</b>
<i>Grant Funding:</i>					\$ 53,000.00
<i>Match Funding:</i>					\$ 53,545.00

Recipient is committed to carrying out Project activities, as defined in the above scope and budget, in Clackamas County. Recipient is committed to maintaining business operations in Clackamas County for the term of this Agreement.

## Request for Grant Funds

Upon full execution of this Agreement, Recipient must submit all paperwork required by County to be paid as a vendor and remit an invoice for full payment of the Grant Funds.

## Reporting

During the term of this Agreement, Recipient shall provide, at minimum, one progress report and two outcomes reports using County-provided templates. These reports are due on the following schedule:

**September 25, 2026** – Progress Report Due

Reporting period: *Date of agreement signature – September 18, 2026*

**April 30, 2027** – Year 1 Outcomes Report Due

Reporting period: *Date of agreement signature – March 31, 2027*

**April 30, 2028** – Year 2 Outcomes Report Due

Reporting period: *April 1, 2027 – March 31, 2028*

Recipient may also be asked to provide supplemental narrative information on Project activities and outcomes for use in public reports and marketing initiatives.

Reports shall be submitted to the following address:

Julia McCotter  
Clackamas County Office of Economic Development  
150 Beavercreek Road  
Oregon City, OR 97045  
503-742-4399  
jmccotter@clackamas.us

## Detailed Eligibility

**Legal business name**

Meteorite Brewery LLC

**Business DBA**

Oregon City Brewing Company

**Business Website**

ocbeerco.com

**Oregon Secretary of State ID number**

81845795

**Incorporation date**

2011-12-08

**Corporate structure**

LLC, multiple members

**North American Industry Classification System (NAICS) code**

312120

**Industry name**

Breweries

**Primary business address**

1401 Washington St Oregon City 97045

**Project location address**

1401 Washington St Oregon City 97045

**How does your business meet the criteria for a traded-sector business?**

We manufacture craft beer from raw ingredients (barley, hops, water, yeast) at our Oregon City brewery location and sell our beer to wholesale customers throughout Oregon, SW Washington, and export packaged beer to Japan.

**Total project budget**

199984

**Total grant funds requested**

99992

**What is the source of your matching funds for this project?**

Personal savings from our Managing Member.

**If awarded, grant funds will not be disbursed until Spring 2026. Grant funds can not be used to reimburse previous spending. Is your project feasible given this funding timeline?**

Yes

## Applicant Information

**Full name(s) of business owner(s)**

Bryce Morrow

**Full name of applicant contact**

Bryce Morrow

**Title of applicant contact**

Managing Member

**Email address of applicant contact**

[bryce@ocbeerco.com](mailto:bryce@ocbeerco.com)

**Primary phone number of applicant contact**

5033470399

**Brief summary of the business**

Oregon City Brewing Company is an award-winning brewery and foodcart pod with locations in Oregon City and Canby (all Clackamas County). Our team has won 30 medals in US and Global award competitions over the past two years. Our goal is to build a multi generational business where employees and customers are treated like family. Oregon City Brewing Company is a new American brewery, the product of our thriving Oregon craft beer culture, shaped deeply by Oregon City values, community, quality craftsmanship, and a spirit of innovation.

## Grant Project Information

### Please select your Project Type

Capital project

### Project Category

Production Expansion

### Please provide a narrative summary of your project

Energy efficiency and facility upgrades to existing traded-sector production brewery and food & beverage destination. Install six inch thick rigid foam insulation above deck to achieve R-30 with new 20-year TPO membrane roof. The 4,800 sq ft building is currently not insulated. Replace existing (broken and ancient) RTU with new Carrier 4-ton gas package to provide year round conditioned heating and cooling for the production area. Refinish brewery floors which are heavily degraded coating after 10 years of production to new epoxy system from Cascade Flooring. Also purchasing 81 new stainless steel 50 liter kegs.

### Please describe the business need for grant funding to assist your project

Oregon City Brewing Company stands as the only production brewery in downtown Oregon City and the first since 1895. Operating out of a 94-year-old facility, we exemplify adaptive reuse. However, the building's lack of temperature control poses significant challenges for manufacturing processes and employee well-being, especially during extreme weather. With the rise in extreme temperatures in recent years, maintaining a safe and comfortable work environment for this physically demanding profession has become an urgent concern. The brewery flooring coating has degraded substantially and replacement with new epoxy floors will increase employee safety in a wet and slippery environment. Additionally, the 81 kegs will help us expand wholesale distribution to restaurant and retail customers throughout the State.

### What outcomes do you expect to achieve as a result of this project?

Increase production

Decrease production waste

Improve environmental efficiency of production (e.g. decrease water usage, lower carbon footprint, etc.)

Expand product line / offer additional products

### Elaborating on your selected outcomes, please describe in more detail the expected local economic impacts of your project

In 2024, we brewed 1,200 barrels of beer (2,818 kegs) and forecast to increase production to 2,000 barrels in 2025. As a rare traded-sector manufacturer whose product bears the city's name, our success directly boosts local tourism and economic vitality, drawing visitors to Main Street and supporting surrounding businesses. Upgrading our facility will directly support job creation and retention by enhancing the working environment and improving operational efficiency. A specific example of the direct recurring energy savings is our NW Natural gas bills totaled \$12,333 from Nov.24-Feb.25 compared with \$2,841 from May-Aug.25. This 334% increase in utility costs is annual, as we try to heat an uninsulated space! We currently employ four production staff members and plan to hire an additional Assistant Brewer in Summer 2026. All full-time employees enjoy best-in-industry pay and comprehensive benefits, including health, dental, and vision insurance, paid time off, and matching retirement plans. Beyond our team, a thriving brewery contributes to job growth in the broader downtown district by driving tourism, supporting the hospitality sector, and strengthening local supply chains. This ripple effect creates economic opportunities that benefit the entire community.

**How many months do you expect it will take to fully implement your project? \***

3

**Please describe your project timeline in more detail**

Most of the project (roofing, insulation, flooring) would have to happen during our slow production cycle in November to March, to avoid undue production delays. The keg purchases and RTU replacement for HVAC can happen anytime.

**If your project is awarded partial funding, what project activities and costs would you prioritize to achieve your desired outcomes?**

We would prioritize roofing and insulation, followed by flooring, HVAC, and keg purchase.

## Attestation


Yes

**Name of Attesting Corporate Officer \***

Bryce Morrow



EXHIBIT B: Original Application, Budget, and Required Submission Documents

INFORMATION				
Oregon City Brewing Company				
Energy efficiency upgrades production brewery				
BUDGET ATTESTATIONS (select from dropdown)				
Who is responsible for sourcing funds outside of this grant? At least 50% of my total project costs.	Yes			
Unexpended grant funds will not be disbursed until Spring/Summer and unexpended grant funds can not be used to reimburse costs that are incurred before funds are disbursed.	Yes			
The budget does not include any line items that have already been purchased or any line items that will be purchased prior to the grant start date.	Yes			
I understand that no project funds may be used to purchase real estate assets based in a non-Clackamas County business location.	Yes			
PROJECT BUDGET				
	Quantity	Unit Price	Cost Basis	Total
1/2" thick TPO heat welded roofing system, 20-year warranty	1.00	\$ 49,600.00		\$ 49,600.00
2" thick rigid insulation board above deck with new roofing	1.00	\$ 35,940.00		\$ 35,940.00
AC unit package with Carrier 4-ton 14 seer gas package unit M#	1.00	\$ 19,970.00		\$ 19,970.00
1 RTU's, type I vent hood & return, install 6" curbs, relocated.	1.00	\$ 19,100.00		\$ 19,100.00
Gas line disconnection / reconnecting 8 mechanical units, permit	1.00	\$ 6,125.00		\$ 6,125.00
Deck surface prep, epoxy system 1/4", drains, curbs 2,450 sq ft	1.00	\$ 58,800.00		\$ 58,800.00
Micro Matic Sankey 50 Liter Stainless Steel Kegs	81.00	\$ 129.00		\$ 10,449.00
<b>TOTAL PROJECT COST</b>				<b>\$ 199,984.00</b>
<i>Maximum grant funding request for this project:</i>				<i>\$ 99,992.00</i>

 **\$160,248.66**  
Current Balance ⓘ

**\$156,248.66**  
Available Balance ⓘ

 [Transfers](#) |  [Statements](#) |  [Manage Alerts](#) |  [More](#)

Platinum Savings 	Last Statement Date:	08/31/2025
***7202 	Last Statement Balance:	\$156,248.66
4084834	Interest Rate:	3.922%
AV	Last Statement APY:	4%
60,248.66	Interest Earned YTD:	\$498.66
56,248.66	Last Year Interest:	\$0.00
6/16/2025	Document Delivery Preference:	<a href="#">ELECTRONIC</a>

## 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); \$650,000 total funding available this cycle. Funding is contingent upon the execution of a grant agreement. If an approved recipient cannot finalize their agreement, funds may be offered to approved alternates.
Grant Period of Performance:	Approximately 6-18 months from agreement execution (execution estimated Spring 2026), depending on project. Some projects may be longer.
Reporting Requirements:	Reporting requirements will vary 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 completed.
Submission Method:	Complete and submit application electronically via the <a href="#">official web form</a> . Paper applications will not be accepted.
Application Open Period:	September 4, 2025 at 9am Pacific Time – October 13, 2025 at 5pm Pacific Time.



	Complete submissions, including all required documents, must be received by 5pm on October 13 <sup>th</sup> to be considered responsive. Complete submissions include all required supporting documentation in addition to the application. Incomplete applications will not be considered.
Program Contact:	<a href="mailto:4biz@clackamas.us">4biz@clackamas.us</a> , (503) 742-4BIZ (4249)
Informational Webinar:	September 16, 2025 at 3:30pm Pacific Time <a href="#">Registration required</a>
Match Requirement:	100% or more

## 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 & General Requirements

The following criteria must be met in order for your application to be deemed eligible for review. This is a competitive grant program; not all eligible applications will be funded.

### **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.

### **Traded Sector**

Your business must be a *traded-sector business*, defined as *Clackamas County businesses producing or manufacturing goods in Clackamas County AND selling or exporting those goods outside the county and its immediate surroundings (e.g. manufacturing, food processing, etc.).*

### **Project Types**

Your proposal must be for a capital project or for a workforce development project. No other project types will be considered.

Capital projects may include:

- Purchase of capital assets that meet a business need, expand production, increase efficiency, or otherwise lead to business growth. Capital assets may include machinery, equipment, software, etc.
- Site development, improvement, or other construction that is directly related to relocation, expansion, and/or business growth.



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.

Workforce development projects include the training, hiring, and/or retention of employees. Examples of workforce development projects include but are not limited to:

- 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;
- Permanent hiring of new employee(s) to increase production, expand product lines, bring outsourced work in-house, or otherwise meet existing and future demand.

### ***Match Requirements***

You must provide proof of secured match of at least 100% of the amount requested, meaning that only half of the funding for your proposed project may come from this grant. Your business must pay the other half of your project costs.

Match may come from:

- Existing business cash
- A loan or investor commitment (with documentation)
- A separate, already awarded grant

### ***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***

Each business 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. Previous grant recipients may not apply for additional funding.

### ***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.

***Unallowable costs***

Indirect costs are not funded through these awards and should not be part of your budget request. Existing staff costs (wages, benefits) are not allowable grant expenses, except for those hours spent in grant-funded training (e.g. training or skill development for a workforce development project, training on new equipment for a capital project).

***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](#). Applications sent through mail or email will not be accepted. The full list of application questions is provided at the end of this NOFO. In your application, provide as much information as needed to thoroughly answer questions and convey information; however, please keep answers as clear and concise as possible. The application is broken up into the following sections:

***Base Eligibility***

On the first page of the application, you will be required to complete a basic eligibility screening questionnaire. The main application will load for any applicants who meet the base eligibility criteria. Answer these questions honestly – you will be required to support your statements with documentation in the main application.

***Detailed Eligibility***

In this section of the application, you will be asked to provide more information to validate your eligibility for funding. It is possible for an applicant to be deemed ineligible even if they appear to meet the base eligibility criteria in the screening questionnaire before this section of the application. Full eligibility requirements are listed in this NOFO, above.

***Application Information***

In this section, you will provide your contact information and summary information about your business.

***Grant Project Information***

In this section, you will provide detailed information about the project for which you are seeking grant funding. You will select your project type and categories, describe your need for grant funding, select and discuss your expected outcomes, provide your project timeline, and explain more about your project budget. This section is your primary opportunity to make a compelling case for getting your project funded.



### ***Attachments***

You will need to provide your project budget, using the required budget template. The template must remain in .xlsx file format in order for your file to upload.

You will also need to provide up to 5 pages of documentation to prove the source(s) and availability of your matching funds. Matching funds are an eligibility requirement; applications that do not sufficiently prove source and availability of matching funds will not be deemed eligible for this program.

### ***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. It is your responsibility to carefully review the attestations before signing. Fraudulent applications will be referred to law enforcement.

## Evaluation

Your application will be evaluated by a review committee comprised of Clackamas County staff. Based on the criteria outlined in this NOFO, the review committee will score applications for Project Fit, Need for Funding, Economic Impact, and Project Feasibility. The review committee will recommend projects to the Board of County Commissioners (BCC) for funding and will also propose an alternates list of the top applications that did not make the initial funding cut. The alternates list will serve as a waitlist in the event a BCC-approved grant recipient is unable to finalize their funding agreement due to unforeseen changes in the business, external factors rendering a project unfeasible, or other extenuating circumstances.

**The BCC has sole authority to determine funded projects and the alternates list.** The BCC may choose to disregard or modify the recommendations of the review committee for funded projects or alternates at its discretion. The funding recommendation packet presented to the BCC will include both the proposed awardees and the alternates list for simultaneous review and approval. The BCC-approved alternates list remains valid until all funds are awarded or the funding cycle closes, at the discretion of the Clackamas County issuing department.

Only applications considered responsive will be evaluated. "Responsive" applications are those which comply with the requirements in this NOFO. Applications that do not meet the eligibility requirements or applications that are received late and/or incomplete will not be considered.

**Timeline.** Applications will be reviewed in November/December 2025, with recommendations for funding and the alternates list made to the BCC by January/February 2026. Awardees and alternates will be notified by email only after the BCC has finalized their decisions. In the event an approved grant recipient cannot finalize their funding agreement, the County will contact the next alternate(s) on the BCC-approved list, in ranked order, to negotiate a funding agreement. This process will continue until all allocated funds are awarded or the alternates list is exhausted.



## Notification of Applicants

Applicants selected for funding will be notified by email only after the Board of County Commissioners (BCC) has finalized its decisions. Applicants placed on the alternates list will also be notified by email, informing them of their status as potential awardees should funding become available. The notification will clarify that placement on the alternates list does not guarantee funding and that alternates will be contacted in ranked order only if an approved grant recipient is unable to finalize their funding agreement. All other applicants will receive a courtesy email notifying them that their application was not selected for funding or the alternates list.

Applicants on the alternates list may be asked to provide updated information (e.g., proof of match or project status) if contacted to finalize a funding agreement, to ensure the project remains viable.

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.

Applicants placed on the alternates list who do not receive funding will be notified after all awardee funding agreements have been finalized. Applicants placed on the alternates list who do not receive funding may apply for future grant cycles and will not receive priority status in any future applications.

## 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.



## Application Questions

### Base Eligibility Screening Questionnaire

1. How many years has your business been operating?
2. Does your business have an operating location in Clackamas County?
3. Does your business produce / manufacture goods in Clackamas County?
4. Does your business sell / export goods OUTSIDE of Clackamas County?
5. Is your business registered and current with the Oregon Secretary of State?
6. This grant program requires a 100% match on all grant funds, meaning that only half of the funding for your proposed project may come from this grant. Your business must pay the other half of your project costs. Are you able and prepared to meet this match requirement?

### Detailed Eligibility

1. Legal business name:
2. Business DBA (if applicable):
3. Business website (if applicable):
4. Oregon Secretary of State ID number (this is different from your federal EIN):
5. Incorporation date:
6. Corporate structure:
7. North American Industry Classification System (NAICS) code:
8. Industry name:
9. Primary business address:
10. Project location address:
11. How does your business meet the criteria for a traded-sector business? *1,000 character limit*
12. Total project budget (pull this directly from your completed budget template):
13. Total grant funds requested:
14. What is the source of your matching funds for this project? *1,000 character limit*
15. If awarded, grant funds will not be disbursed until Spring 2026. Grant funds can not be used to reimburse previous spending. Is your project feasible given this funding timeline?

### Applicant Information

16. Full name(s) of business owner(s):
17. Full name of applicant contact:
18. Title of applicant contact:
19. Email address of applicant contact:
20. Primary phone number of applicant contact:
21. Brief summary of the business *1,000 character limit*

### Grant Project Information

22. Please select your Project Type:



- Workforce Development Project
  - Capital Project
23. Project Category (*please select all that apply*):
- Multi-site Development Assistance: Your business does not have a location in Clackamas County and seeks to establish a new location in Clackamas County
  - Relocation: You seek to relocate your existing business into Clackamas County
  - Physical Expansion: Your business is currently located in Clackamas County and seeks to relocate to a larger facility within the county or expand your existing facilities in the county
  - Production Expansion: Your business seeks to expand production capacity through purchasing new equipment, hiring additional employees, providing employee technical training, and/or other capital investment(s)
  - County Business Retention: Your business is currently located in Clackamas County and seeks funds to assist with a project intended to retain operations in the county
24. Please provide a narrative summary of your project (*2,000 character limit*)
25. Please describe the business need for grant funding to assist your project (*2,000 character limit*)
26. What outcomes do you expect to achieve as a result of this project? Expected outcomes will be included in grantee funding agreements and tracked throughout grant projects. Select all that apply:
- Hire new employees
  - Increase production
  - Increase production efficiency
  - Decrease production waste
  - Improve environmental efficiency of production (e.g. decrease water usage, lower carbon footprint, etc.)
  - Increase your business' spending on local inputs
  - Expand product line / offer additional products
  - Increase revenue
27. Elaborating on your selected outcomes, please describe in more detail the expected local economic impacts of your project (*2,000 character limit*)
28. How many months do you expect it will take to fully implement your project?
29. Please describe your project timeline in more detail (*1,000 character limit*)
30. If your project is awarded partial funding, what project activities and costs would you prioritize to achieve your desired outcomes? *1,000 character limit*

## Upload Attachments

31. Using the required template, please attach your project budget below. You may find the required budget template [HERE](#).
32. Please attach your proof of matching funds below (PDF format only). Please exclude any private information that is not necessary for assessing your match (e.g. full bank account numbers, full routing numbers, check numbers, social security numbers, etc.) You may



upload multiple PDFs, but please limit your submission(s) to 5 pages TOTAL across all uploads.

## Attestation

33. By signing this application, I affirm:

- I am legally authorized to bind the applicant business; and
- The information provided in this application, and any supporting documents provided (if applicable), are true and complete to the best of my knowledge; and
- I understand I may be contacted by CCOED staff to provide additional information or documentation which CCOED, in its sole discretion, may require to complete my application and/or establish my eligibility; and
- I do not owe back taxes to any governmental agency or, if back taxes are owed, a written agency payment plan is in place; and
- I understand any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to law enforcement referral for further investigation or result in the disqualification of my application as unresponsive.
- I understand my application may be denied if it's determined that there are current code violations, or that I have received warnings to rectify code violations that are deemed hazardous or unsafe to my business, its employees or the community.
- I understand I may be required to refund or reimburse all or part of the grant proceeds not used for their intended purposes, as stated in the Application, Scope of Work and/or Funding Agreement.

Name of Attesting Corporate Officer:

[APPLY HERE](#)

## Frequently Asked Questions (FAQ)

# Clackamas County Office of Economic Development

### Business Development Grant Program

---

#### **1. What is the purpose of the county grant funding program?**

The county grant funding program is designed to provide funding for capital, capacity or workforce development projects to various sized traded sector businesses looking to relocate, expand or retain their operations in Clackamas County.

#### **2. Who is eligible to apply for a grant?**

To be eligible to apply, a business must:

- Be a traded sector business – a business producing or manufacturing goods in Clackamas County and selling those goods *outside* of Clackamas County and its immediate surroundings
- Have been a registered business for at least two years
- Be in good standing with the State
- Provide proof of at least 100% match for their funding request

For full details on eligibility and requirements, refer to the [Notice of Funding Opportunity \(NOFO\)](#).

#### **3. What types of projects or activities can be funded?**

Eligible projects must:

- Increase production of locally-manufactured goods;
- Fund either a capital project or a workforce development project;
- Support business improvement, relocation, retention and/or expansion efforts, and
- Contribute to the Clackamas County's economic development.

Eligible business costs include only those costs required to carry out a project as determined in the application process.

For full details on project and application requirements, including Project Types and Project Categories, refer to the [Notice of Funding Opportunity \(NOFO\)](#).

#### **4. How do I apply for a grant?**

To apply:

1. Review the grant guidelines and eligibility requirements outlined in the [Notice of Funding Opportunity \(NOFO\)](#) to ensure your business and project are eligible for funding. The full list of application questions can be found at the end of the NOFO.
2. Prepare your application, including:
  - a. Responses to the application questions (it's recommended that you prepare these in a separate document as the application form does not allow you to save a draft)
  - b. Project budget using the required template in .xlsx format (located alongside other program documents [here](#))
  - c. Proof of matching funds, as detailed under *Match Requirements* on page 3 of the NOFO (please be prepared to upload in PDF format, with a maximum of 5 pages total)
3. Submit your complete application via the [official web form](#) by 5pm on October 13, 2025, along with any required supporting documents. Late and incomplete applications will not be considered for funding. Application materials sent by post, email, or any means other than the official application web form will not be considered for funding.

For questions or general assistance, contact us at 503-742-4329 or at [4Biz@clacakamascounty.us](mailto:4Biz@clacakamascounty.us)

#### **5. What is the application deadline?**

Complete applications (including required documents) must be submitted via the official web form by 5pm on October 13, 2025.

It is highly recommended that you plan ahead and submit your application with enough time before the deadline to troubleshoot any technology, internet, and/or file issues – **late and/or incomplete applications will not be accepted for any reason.**

#### **6. What is the timeline for this program?**

Applications open on Thursday, September 4, 2025 at 9:00 AM Pacific Time.

Applications close at 5:00 PM Pacific Time on Monday, October 13, 2025.

Final award decisions are subject to the schedule of the Board of County Commissioners, and are anticipated to be announced by February 2026.

Funding agreements will be finalized in Spring 2026.

Funding will be deployed no later than June 30, 2026.

Program Period of Performance will begin at the execution of the grant funding agreement (Spring 2026) and run for approximately 6-18 months, depending on the unique project. Some projects may run longer.

Final Outcome Reports will be due approximately 24 months after the execution of the grant funding agreement.

### **7. How much funding can I apply for?**

You may request up to \$100,000 of funding through this program.

You will be required to provide proof of at least 100% matching funds from another source in order for your funding request to be considered. This means that only half of the funding for your proposed project may come from this grant. Your business must pay the other half of your project costs.

The County reserves the right to award partial funding. You will be asked in the application to list the project activities and costs which you would prioritize in the event your project is awarded partial funding.

### **8. How will grant applications be reviewed?**

Eligible grant applications will be reviewed by a committee comprised of Clackamas County staff. Eligible applications will be evaluated based on criteria such as:

- Alignment with program goals
- Project viability
- Economic impact of project
- Need for funding

After evaluating eligible applications, the Clackamas County staff review committee will recommend projects to the Board of County Commissioners (BCC) for final funding decisions. **The BCC has sole authority to determine funded projects.**

For more information on the evaluation criteria and process, refer to the [NOFO](#).

### **9. When will I be notified of the decision?**

Final award decisions are subject to the schedule of the Board of County Commissioners, and are anticipated to be announced by February 2026.

### **10. What happens next if my application is approved?**

Awardees will be notified by email once the Board of County Commissioners (BCC) has finalized their funding decisions.

After County staff have notified awardees, staff and awardees will negotiate a Funding Agreement. The Funding Agreement is a contract between the County and the awardee, and includes elements such as a final scope of work for the project, approved project budget, timelines, and reporting requirements for the grant period specific to each project. County Finance, County Counsel, and the BCC will approve final funding agreements.

### **11. What are the reporting requirements for grant recipients?**

Grant recipients will be required to submit progress reports and a final report at the end of the grant period. Receipts and other supporting documentation will be required to prove how the funds were used and the outcomes achieved. Depending on the unique nature of the project, other requirements will be discussed and stated in the grant funding agreement.

Specific reporting requirements for each awardee will be outlined in the awardee grant funding agreement based on project type, project categories, and the anticipated outcomes detailed in project applications.

### **13. Where can I find more information about the grant program?**

The **Notice of Funding Opportunity (NOFO)** can be found on the Clackamas County Procurement page for Open Grant Opportunities:

<https://www.clackamas.us/procurement-process#opengrantopportunities>

The **application questions** can be found at the end of the NOFO, which is located on the Clackamas County Procurement page for Open Grant Opportunities:

<https://www.clackamas.us/procurement-process#opengrantopportunities>

The **application budget template** can be found on the Clackamas County Procurement page for Open Grant Opportunities: <https://www.clackamas.us/procurement-process#opengrantopportunities>

The **official application web form** can be found at:

<https://apps.clackamas.us/businessdevelopmentgrants/>

For more information, visit our website or contact The Office of Economic Development directly at 503-742-4biz or [4Biz@clacakamascounty.us](mailto:4Biz@clacakamascounty.us). We provide resources such as grant guidelines, application forms, and contact information for assistance.

**14. Whom should I contact if I have more questions?**

If you have additional questions or need further assistance, please contact us at 503-742-4biz or [4Biz@clacakamascounty.us](mailto:4Biz@clacakamascounty.us). We are available to answer clarifying questions and/or resolve technical issues with the application form.

**15. Can software count as a capital asset under the capital project type?**

Yes, purchases of non-physical capital assets such as software can qualify under the capital project type.

Qualifying capital projects involve capital purchases that meet a business need by contributing to business expansion, projected growth strategies, etc. (as stated in the Notice of Funding Opportunity).

**16. Is the matching funds commitment the same as a business collateral requirement?**

No, matching funds are not the same as collateral. The 100% match commitment requires that an applicant contribute their own dollars to pay for at least half of their project costs.

For example, if an applicant is proposing a project with a total cost of \$50,000, the maximum amount of grant funding that they can request in their application is \$25,000. The rest of the project costs must be covered by another source of funds which must already have been secured by the applicant.

Sources of matching funds may include existing cash on hand, pre-approved loans, already awarded grant funds, etc. Applicants must provide up to 5 pages of documentation to show the source and availability of their matching funds. Documentation must be submitted in PDF format, and should not include personal information that is not required to prove matching funds (i.e. applicants should redact any full account numbers, SSN, check numbers, etc.)

**17. Can I use another grant as my source of matching funds?**

You may use a separate, *already awarded* grant as a source of matching funds. You must explain in your application how your awarded grant funds are set to be used and any restrictions on those funds. You must clearly demonstrate how both the awarded grant funds and the funds you are applying for fit into one cohesive project.

Other grants which you have applied for but have not been awarded can not be used as a source of matching funds.

**18. Can I apply for a capital project if I am purchasing multiple pieces of equipment?**

Yes, if you are purchasing multiple pieces of equipment for a specific project you may include costs related to that equipment in your project budget. It is up to the applicant to clearly explain why each equipment purchase is related to the project, and ensure that the project narrative, expected outcomes, and budget all support this.

**19. Can I include money I've already spent on a project in my match commitment?**

No. Project budgets may only include expenses that have not yet been incurred.

If your application is for a phase or portion of a larger ongoing project, you *may* include information about the full project in your project narrative, expected outcomes, and other narrative sections of the application. In this case, it is still up to you to describe the need and impact of the portion of the project that is reflected in the budget.

**20. Can I include money in my match commitment that I *plan* to spend on a project before the funding agreements are finalized (estimated May 2026)?**

Yes. You may include in your **project match commitment** money that you plan to spend on the described project, so long as that spending is clearly detailed in the project budget and timeline, and so long as the spending occurs after the grant application deadline on 10/13/25. You will be required to submit financial documentation to show when project funds were spent.

Because grant funds can not be used for reimbursement or to pay off debt, you may not include in your **grant request** any money that will be spent before the funding agreements are finalized.

**21. Can home-based businesses apply for funds to make property improvements or building expansions?**

Property improvements and/or construction projects on privately owned residential properties (i.e. homes and properties which are zoned as residential) **do not** qualify for funding under this program.

**22. Why isn't my application going through when I click 'Submit application'?**

Before reaching out to County staff about an issue with the form, please do the following:

- Double-check that you have completed all required questions.

- Double-check that you have successfully uploaded your project budget in .xlsx format.
- Double-check that you have successfully uploaded your proof of matching funds in PDF file format.
- Confirm that your uploaded files do not exceed 10 MB in size.
- Confirm that your question responses do not exceed the stated character limit (including spaces).

To ensure that you do not lose your work in the event of a form error, please write your responses to the application questions in a separate, saved document prior to filling out the application form.

**23. Does software count as a “good” under the traded-sector definition?**

Yes, software that is produced in Clackamas County and sold outside of the county and its immediate surroundings would qualify as a traded-sector line of business.

**24. Are services that are sold outside of Clackamas County considered traded-sector?**

No, purely service-based businesses do not qualify as traded-sector under this program.

**GRANT AGREEMENT**

**Program Name:** Business Development Grant Program  
**Program Number:** 600406

This Grant Agreement (this "Agreement") is between **Clackamas County**, a political subdivision of the State of Oregon ("County"), acting by and through its Office of Economic Development, and **Poulsen Cascade Tackle LLC**, an Oregon for-profit entity ("Recipient").

**County Information**

**Grant Administrator:**

**Program Manager:** Julia McCotter

Clackamas County Office of Economic Development  
150 Beaver Creek Road  
Oregon City, OR 97045  
503-742-4238  
4biz@clackamas.us

Clackamas County Office of Economic Development  
150 Beaver Creek Road  
Oregon City, OR 97045  
503-742-4399  
JMcCotter@clackamas.us

**Recipient Information**

**Finance/Fiscal Representative:**

**Owner:**

Thomas W. Hester, Sr.

Thomas W. Hester, Sr.

**State of Oregon Business Registry Number:**

261548-98

**RECITALS**

County seeks to promote economic development by investing in capital, capacity, and workforce development projects for traded-sector businesses operating in Clackamas County.

On April 17, 2024, the Clackamas County Board of Commissioners ("Board") approved a Business Development Grant program with the goals of using lottery dollars to support business and workforce development activities, retaining Clackamas-County-based operations, and attracting businesses looking to relocate into Clackamas County.

On January 20, 2026, the Board approved the Business Development Grants, as recommended by the Review and Recommendation Committee, and instructed the Office of Economic Development to finalize funding agreements with the approved Recipients.

The total investment in the Business Development Grant Program from County's restricted fund allocation of lottery dollars in the 2025-26 fiscal year is \$650,000. The maximum lottery dollar funding for each grant is \$100,000. Grants may be for lesser amounts, and no single grant may exceed \$100,000.

Recipient submitted an application, attached as Exhibit B, for grant funds to be used for a Capital project. County has agreed to award Recipient a portion of the requested grant funds to perform the work described in Exhibit A (the "Project").

**POULSEN CASCADE TACKLE LLC**

Grant Agreement – Business Development Grant Program FY25/26

Page 2 of 8

NOW, THEREFORE, the parties agree as follows:

**AGREEMENT**

1. **Term.** This Agreement shall become effective on the date it is fully executed and shall expire on June 30, 2028, unless sooner terminated or extended pursuant to the terms hereof.
2. **Grant Funds.**
  - a. **Payment.** County agrees to pay Recipient a one-time lump sum not to exceed four thousand and seven hundred dollars (\$4,700.00) (the "Grant Funds"). Such payment is contingent on County receiving appropriations or other expenditure authority sufficient to allow County, in the exercise of its sole discretion, to make the payment.
  - b. **Use.** Recipient shall use the Grant Funds solely to complete the Project as described in Exhibit A, subject to the terms of this Agreement, the attached Exhibits, and all applicable laws and regulations including, but not limited to, the limitations set forth in Article XV, section 4, of the Oregon Constitution and ORS 461.540 for use of lottery dollars, which is the source of funds under this Agreement. Recipient shall use the Grant Funds solely for Project costs incurred during the period beginning **January 20, 2026** and ending **December 31, 2027** (the "Grant Period"), unless this Agreement is sooner terminated or the Grant Period is sooner extended pursuant to the terms hereof.
  - c. **Allowable Costs.** Recipient will incur only allowable costs in connection with the Project under this Agreement. A cost is allowable if it is reasonable and allocable, as described below.
    - i. **Reasonable.**
      1. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person in the conduct of competitive business. Reasonableness of specific costs must be examined with particular care in connection with firms or their separate divisions that may not be subject to effective competitive restraints. No presumption of reasonableness shall be attached to the incurrence of costs by Recipient. If an initial review of the facts results in a challenge to a specific cost by County, the burden of proof shall be upon Recipient to establish that such cost is reasonable.
      2. What is reasonable depends upon a variety of considerations and circumstances, including:
        - Whether it is the type of cost generally recognized as ordinary and necessary for the completion of the Project;
        - Generally accepted sound business practices, arm's length bargaining, and federal and state laws and regulations;
        - Recipient's responsibilities to the government, other customers, its owners, its employees, and the public at large; and
        - Any significant deviations from Recipient's established practices.
    - ii. **Allocable.** A cost is allocable if it is assignable or chargeable to one or more cost objectives on the basis of relative benefits received or other equitable relationship. Subject to the foregoing, a cost is allocable under this Agreement if it:
      1. Is incurred specifically for the Project as described in Exhibit A; or
      2. Benefits both the Project and other work, and can be distributed among them in reasonable proportion to the benefits received.

**POULSEN CASCADE TACKLE LLC**

Grant Agreement – Business Development Grant Program FY25/26

Page 3 of 8

- d. **Duplicate Funding.** Recipient may use funds other than the Grant Funds to complete the Project; provided, however, that Recipient may not use the Grant Funds for any Project costs that are budgeted to be or that have been paid for with other funds and would result in duplicate funding. The applicable portion of any rebate, allowance, or other credit relating to any Project costs received by or accruing to Recipient shall be credited to the Project either as a cost reduction or by cash refund to County.
  - e. **Return.** Any unspent Grant Funds must be returned to County within 30 days of the end of the Grant Period, the earlier termination of this Agreement, or the end of any extensions of the Grant Period. Unspent Grant Funds include those Grant Funds that have not been spent in accordance with the terms of this Agreement.
  - f. **Reimbursement.** County may require full or partial reimbursement of the Grant Funds if Recipient fails to deliver the Project as described in Exhibit A.
3. **Future Support.** County makes no commitment and assumes no obligation for future support of the Project.
4. **Matching Funds.** Recipient is required to provide matching funds in the amounts specified in Exhibit A.
5. **Amendments.** The terms of this Agreement may not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by both parties. Recipient must submit a written request for any amendment, including justification, to County at least forty-five (45) calendar days before expiration of this Agreement.
6. **Termination.** This Agreement may be terminated prior to its expiration as follows:
- a. At County's discretion, upon thirty (30) days' advance written notice to Recipient.
  - b. Upon a party's default under this Agreement, following thirty (30) days' written notice to the party with an opportunity to cure.
  - c. At any time upon mutual agreement by the parties.
  - d. Immediately upon written notice to Recipient that County lacks sufficient funds, as determined by County in its sole discretion, to continue to perform under this Agreement.

The termination of this Agreement, for any reason, shall not release Recipient from any obligation that has already accrued or that comes into effect due to such termination.

7. **Default.**
- a. **Recipient's Default.** Recipient will be in default under this Agreement upon the occurrence of any of the following:
    - i. Recipient fails to use the Grant Funds for eligible purposes described in Exhibit A;
    - ii. Any representation, warranty, or statement made by Recipient in this Agreement or in any documents or reports relied upon by County to measure the Business Development Grant Program, the expenditure of the Grant Funds, or the performance by Recipient is untrue in any material respect when made;
    - iii. Recipient fails to comply with any term or condition set forth in this Agreement;
    - iv. A petition, proceeding, or case is filed by or against Recipient under federal or state bankruptcy, insolvency, receivership, or other law; or

v. Recipient fails to make sufficient progress on the Project as determined by County in its sole discretion.

b. **County's Default.** County will be in default under this Agreement if County fails to perform a material obligation under this Agreement; provided, however, that failure to pay the Grant Funds due to lack of appropriation shall not constitute a default of County.

**8. Remedies.**

a. **County's Remedies.** In the event of Recipient's default, County may, at its option, pursue any or all remedies available to it under this Agreement, at law or in equity, including, but not limited to, (1) withholding the Grant Funds until compliance is achieved; (2) requiring reimbursement of the Grant Funds in the case of omissions or misrepresentations in financial or programmatic reporting; (3) requiring the return of any Grant Funds used by Recipient in violation of this Agreement; (4) terminating this Agreement, following thirty (30) days' written notice to Recipient with an opportunity to cure; (5) declaring Recipient ineligible to receive future awards from County; or (6) initiating an action or proceeding for damages or for declaratory or injunctive relief.

b. **Recipient's Remedies.** In the event of County's default, Recipient may, at its option, (1) terminate this Agreement, following thirty (30) days' written notice to County with an opportunity to cure, and/or, (2) subject to the limits of applicable law and this Agreement, require reimbursement of eligible costs incurred in accordance with this Agreement, less any claims County may have against Recipient. In no event will County be liable to Recipient for expenses related to termination of this Agreement or for any indirect, incidental, consequential, or special damages.

**9. Administrative Requirements.**

a. **Accounting.** All costs incurred by recipient under this Agreement should be recorded in compliance with generally accepted accounting principles, international financial reporting standards, and/or governmental accounting standards.

b. **Monitoring.** County and its duly authorized representatives shall have access to the financial records, books, documents, papers, plans, records of shipments, payments, and writings of Recipient that are pertinent to this Agreement, whether in paper, electronic, or other form, to perform examinations and audits and make excerpts and transcripts. County and its duly authorized representatives shall also have access to conduct onsite or offsite visits for the purpose of monitoring. County may take photographs of funded items during such visits.

c. **Record Retention.** Recipient will retain and keep accessible all financial records, books, documents, papers, plans, records of shipments, payments, and writings for a minimum of six (6) years, or such longer period as may be required by applicable state law, following expiration or termination of this Agreement, or until the conclusion of any audit, controversy, or litigation arising out of or related to this Agreement, whichever date is later.

d. **Change in Ownership.** Recipient is required to notify County, in writing, if Recipient intends to sell its business to another entity or otherwise transfer ownership during the term of this Agreement.

e. **Closeout.** County will closeout this award when County determines that all applicable administrative actions and all required work have been completed by Recipient.

**10. Compliance with Applicable Law.** Recipient shall comply with all applicable federal, state, and local laws, regulations, executive orders, and ordinances applicable to this Agreement, as they may be amended from time to time, including, but not limited to, (i) Titles VI and VII of the Civil Rights Act of

**POULSEN CASCADE TACKLE LLC**

Grant Agreement – Business Development Grant Program FY25/26

Page 5 of 8

1964, as amended; (ii) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) the Americans with Disabilities Act of 1990, as amended; (iv) Executive Order 11246, "Equal Employment Opportunity," as amended; (v) the Health Insurance Portability and Accountability Act of 1996; (vi) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (vii) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (viii) all regulations and administrative rules established pursuant to the foregoing laws; and (ix) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations.

**11. General Provisions.**

- a. **Indemnification.** Recipient agrees to indemnify and hold County and its elected officials, officers, employees, and agents harmless with respect to any claim, cause, damage, action, penalty, or other cost (including attorney and expert fees) arising from or related to (i) the negligent or willful acts of Recipient or its employees, its agents, or those under its control; or (ii) the acts or omissions of Recipient in performing under this Agreement including, but not limited to, any claim by state or federal funding sources that Recipient used funds for an ineligible purpose. Recipient is responsible for the acts of its agents and employees, and County assumes no liability or responsibility with respect to the acts of Recipient or its employees, its agents, or those under its control.
- b. **Assignment.** This Agreement may not be assigned in whole or in part without the prior express written approval of County.
- c. **Independent Status.** Recipient is independent of County and will be responsible for any federal, state, or local taxes and fees applicable to the Grant Funds. Recipient is not an agent of County and, except as set forth herein, undertakes this work independent of the control and direction of County. Recipient shall not seek or have the power to bind County in any transaction or activity.
- d. **Notices.** Any notice provided for under this Agreement shall be deemed given if it is in writing and (1) delivered personally to the addressee; (2) sent by certified mail, return receipt requested; (3) sent by commercial delivery service (such as Federal Express); (4) sent by electronic mail with confirmation (such as a return receipt) that it was delivered, accessed, downloaded, or printed.
- e. **Dispute Resolution.** The parties will attempt in good faith to informally resolve any dispute arising out of this Agreement. This may be done at any management level, including at a level higher than persons directly responsible for administration of this Agreement. In addition, the parties may agree to utilize a jointly selected mediator to resolve the dispute short of litigation. Each party will bear its own costs incurred for any mediation.
- f. **Governing Law.** This Agreement, and all rights, obligations, and disputes arising out of it, shall be governed and construed in accordance with the laws of the State of Oregon and the ordinances of Clackamas County without regard to conflict of law principles. Any claim, action, or suit between the parties that arises out of or relates to this Agreement shall be brought and conducted solely and exclusively in the Circuit Court of the State of Oregon for Clackamas County; provided, however, that, if any such claim, action, or suit may be brought in a federal forum, it shall be brought and conducted solely and exclusively in the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by County of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the United States Constitution, or otherwise, from any claim or from the jurisdiction of any court. Recipient consents to the personal jurisdiction of the courts referenced in this section.
- g. **Severability.** If any provision of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect, and the offending provision shall be stricken.

**POULSEN CASCADE TACKLE LLC**

Grant Agreement – Business Development Grant Program FY25/26

Page 6 of 8

- h. **Counterparts.** This Agreement may be executed in any number of counterparts, all of which together will constitute one and the same agreement. Facsimile or electronic signatures shall be valid as original signatures.
  - i. **Third-Party Beneficiaries.** Except as expressly provided in this Agreement, there are no third-party beneficiaries to this Agreement. The terms of this Agreement may be enforced only by the parties.
  - j. **Binding Effect.** This Agreement shall be binding on the parties and their successors.
  - k. **Integration.** This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements.
  - l. **No Attorney Fees.** In the event any arbitration, action, or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Agreement, each party shall be responsible for its own attorney fees and expenses.
  - m. **Debt Limitation.** This Agreement is subject to the county debt limitation set forth in Article XI, section 10, of the Oregon Constitution, and is contingent upon funds being appropriated to carry out its provisions.
  - n. **Necessary Acts.** Each party shall execute and deliver to the other all such further instruments and documents as may be reasonably necessary to carry out this Agreement.
12. **Insurance.** Recipient shall secure at its own expense and keep in effect during the term of this Agreement the insurance type and minimum coverage indicated below. These requirements do not in any way limit the amount or scope of Recipient's liability under this Agreement. Recipient shall provide proof of said insurance and name County as an additional insured on all required liability policies. Proof of insurance and notice of any material change should be submitted to the Grant Administrator or Program Manager at the contact information listed above.

<input checked="" type="checkbox"/> Required – Workers' Compensation: Recipient shall comply with the statutory workers' compensation requirements in ORS 656.017, unless exempt under ORS 656.027 or 656.126.
<input checked="" type="checkbox"/> Required – Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.
<input type="checkbox"/> Required – Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per claim, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission, or negligent acts.
<input type="checkbox"/> Required – Automobile Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per accident for bodily injury and property damage.
<input type="checkbox"/> Required – Abuse & Molestation endorsement with limits not less than \$1,000,000 per occurrence if not included in the Commercial General Liability policy.

**13. Agreement Documents.**

The following documents are attached to this Agreement and incorporated herein:

- Exhibit A: Approved Scope of Work: Project Description, Budget, Performance Outcomes, and Reporting

**POULSEN CASCADE TACKLE LLC**

Grant Agreement – Business Development Grant Program FY25/26

Page 7 of 8

- Exhibit B: Original Application, Budget, and Required Submission Documents
- Exhibit C: Original County Notice of Funding Opportunity (NOFO) and related FAQs

In the event of a conflict between the terms of this Agreement and/or any of the attached Exhibits, interpretations shall be based on the following order of precedence:

- This Agreement
- Exhibit A
- Exhibit B
- Exhibit C

*(Signature Page Follows)*

**POULSEN CASCADE TACKLE LLC**

Grant Agreement – Business Development Grant Program FY25/26

Page 8 of 8

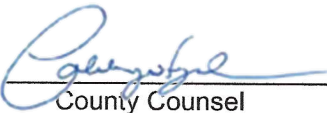
IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers.

CLACKAMAS COUNTY

By: \_\_\_\_\_  
Craig Roberts, Chair

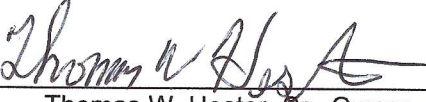
Dated: \_\_\_\_\_

Approved as to form:

By:  \_\_\_\_\_  
County Counsel

Dated: 3/31/2026

POULSEN CASCADE TACKLE

By:  \_\_\_\_\_  
Thomas W. Hester, Sr., Owner

Dated: 3/17/20

## EXHIBIT A – SCOPE OF WORK

Clackamas County Office of Economic Development  
Business Development Grant Program FY 2025-26

### Grant Award Information

**RECIPIENT:**

POULSEN CASCADE TACKLE LLC  
15875 SE 114<sup>TH</sup> Avenue, Suite N  
Clackamas, OR 97015

**AMOUNT:**

\$4,700

### Use of Grant Funds

The Grant Funds under this Agreement are lottery dollars. As such, they are subject to the limitations set forth in Article XV, section 4, of the Oregon Constitution and ORS 461.540. Use of lottery dollars is restricted to the following:

- (a) Creating jobs;
- (b) Furthering economic development in Oregon; or
- (c) Financing public education.

**The Grant Funds under this Agreement may be used for the following purposes:**

### Project Scope

Poulsen Cascade Tackle, LLC is awarded a grant in the amount of \$4,700 to support a Capital project. Project activities and reported outcomes will occur at 15875 SE 114<sup>TH</sup> Ave, Clackamas, OR, 97015. Grant Funds will support a full website redesign and new product photography. The goals of this project are:

- Production Expansion
- County Business Retention

## Project Budget

PROJECT BUDGET					
Line Item Description	Quantity	Unit Price	Cost Basis	Total	
1 Web Site Redesign and Overhaul	1.00	\$6,500	Total	\$ 6,500.00	
2 Product Images: Production and Editing	64.00	\$17	EA	\$ 1,088.00	
3 Illustration Tech sheets	3.00	\$450	EA	\$ 1,350.00	
4 Video Edits	10.00	\$50	Hourly	\$ 500.00	
<b>TOTAL PROJECT COST</b>				<b>\$ 9,438.00</b>	
				<i>Grant Funds:</i> \$ 4,700.00	
				<i>Matching Funds:</i> \$ 4,738.00	

Recipient is committed to carrying out Project activities, as defined in the above scope and budget, in Clackamas County. Recipient is committed to maintaining business operations in Clackamas County for the term of this Agreement.

## Request for Grant Funds

Upon full execution of this Agreement, Recipient must submit all paperwork required by County to be paid as a vendor and remit an invoice for full payment of the Grant Funds.

## Reporting

During the term of this Agreement, Recipient shall provide, at minimum, one progress report and two outcomes reports using County-provided templates. These reports are due on the following schedule:

**September 25, 2026** – Progress Report Due

Reporting period: *Date of agreement signature – September 18, 2026*

**April 30, 2027** – Year 1 Outcomes Report Due

Reporting period: *Date of agreement signature – March 31, 2027*

**April 30, 2028** – Year 2 Outcomes Report Due

Reporting period: *April 1, 2027 – March 31, 2028*

Recipient may also be asked to provide supplemental narrative information on Project activities and outcomes for use in public reports and marketing initiatives.

Reports shall be submitted to the following address:

Julia McCotter

Clackamas County Office of Economic Development  
150 Beavercreek Road  
Oregon City, OR 97045  
503-742-4399  
jmccotter@clackamas.us

## Detailed Eligibility

**Legal business name**

Poulsen Cascade Tackle, LLC

**Business DBA**

Same

**Business Website**

poulsencascadetackle.com

**Oregon Secretary of State ID number**

01297013

**Incorporation date**

2005-01-07

**Corporate structure**

LLC, single member

**North American Industry Classification System (NAICS) code**

339920

**Industry name**

Sporting and Athletic Goods Manufacturing

**Primary business address**

15875 SE 114th Ave, Suite N

**Project location address**

Same

**How does your business meet the criteria for a traded-sector business?**

We manufacture fishing items such as lures and terminal tackle and sell them by multiple channels throughout the United States and Canada as well as some limited sales to some European countries. We source nearly all of our raw materials and components from USA manufacturers and distributors.

**Total project budget**

\$9,438.00

**Total grant funds requested**

\$4,719

**What is the source of your matching funds for this project?**

Matching funds will be derived from cash on hand in our business checking account and/or incoming funds from accounts receivable.

**If awarded, grant funds will not be disbursed until Spring 2026. Grant funds can not be used to reimburse previous spending. Is your project feasible given this funding timeline?**

Yes

**Applicant Information**

**Full name(s) of business owner(s)**

Thomas W. Hester, Sr.

**Full name of applicant contact**

Thomas W. Hester, Sr.

**Title of applicant contact**

Owner, Member

**Email address of applicant contact**

poulsencascadetackle@gmail.com

**Primary phone number of applicant contact**

5036552828

**Brief summary of the business**

Poulsen Cascade Tackle manufactures fishing tackle items for the sport fishing industry. We fabricate spinner blades, spoon blanks and dodger blanks beginning with sheet metal, generally brass. We stamp these items out with traditional punch presses and die sets. We polish those parts with a buffing machine, wash them with a soak tank and rinse system, and do all of our own paint finishing in-house. We assemble these fabricated parts, along

with certain purchased components, package them in-house with our own packaging machines, and then market them through distributors, brick and mortar retailers, on-line retailers and via our own web site store. Likewise, we package and market component parts for those who like to make their own fishing items. Such components include wire shafts, beads, spinner blades and other component parts. These are all marketed through the same channels as our assembled lures and other products. We also manufacture a wire bending tool for the do-it-yourself

## Grant Project Information

### **Please select your Project Type**

Capital project

### **Project Category**

Production Expansion

County Business Retention

### **Please provide a narrative summary of your project**

Our project would redevelop our web site such that it would be far easier to navigate and simpler to shop for retail customers throughout the United States, Canada and globally. At the same time, it will facilitate wholesale purchases by distributors and retailers, thus expanding our reach into new markets and regions that we would otherwise not be able to serve. We would also want to add several new product pages, product images, video clips, a blog page and a gallery of fishing guides and influencers along with an expanded tips and techniques page that would include a variety of illustrations. Our current website is vast, with many products and product pages. It is awkward to navigate and shop and is not currently user friendly for either direct to consumer sales or to wholesale customers. Since it is so large, and will require multiple levels of pricing and customer service, it will take a substantial effort from an expert developer to achieve the desired results and market expansions.

### **Please describe the business need for grant funding to assist your project**

Many of our out of state competitors threaten our position as a Clackamas County producer and marketer of fishing tackle items due to their superior web site designs. With the improvements of our web site as per our project we will not only be able to protect our market position but will be able to gain market share throughout the region and into other regions as well. This will help secure the employment of our current staff and allow for hiring additional staff to meet the increased demand. Because of reductions in cash flow

due to increased competition from out of area tackle sellers and imported tackle from foreign countries we lack ready cash to fully fund this project. While the amount seems small, it would be a hardship for us to fully fund this project from our own cash flow alone. Yet without this website redesign and overhaul project increasing sales of our products will be very difficult.

**What outcomes do you expect to achieve as a result of this project?**

Hire new employees

Increase production

Increase your business' spending on local inputs

Expand product line / offer additional products

Increase revenue

**Elaborating on your selected outcomes**

This project would result in significantly increased revenues at somewhat increased gross profit margins due to an increase in overall sales, especially to consumers. We currently have underutilized manufacturing capacity that could be utilized immediately when sales increase significantly and new employees are added. An increase in sales would necessitate the hiring of new employees as our current staff is close to operating at capacity.

**How many months do you expect it will take to fully implement your project? \***

2

**Please describe your project timeline in more detail**

From the time the project is approved the selected service providers should be able to have the bulk of the redevelopment accomplished in 5 weeks. The rest of the 2 months would allow for testing and fine tuning the functionality of the site.

**If your project is awarded partial funding, what project activities and costs would you prioritize to achieve your desired outcomes?**

The most critical part of this project is the restructure of the current website architecture to make it easier to shop and navigate.

**Attestation**

Yes

**Name of Attesting Corporate Officer \***

Thomas W. Hester, Sr.

EXHIBIT B: Original Application, Budget, and Required Submission Documents

INFORMATION				
Business name:	Poulsen Cascade Tackle			
Project type:	Capital Project			
Grant funding request:	\$4,719.00			
Matching funds provided:	\$4,719.00			
BUDGET ATTESTATIONS (select from dropdown)				
I understand that my business is responsible for sourcing funds outside of this grant request to pay for at least half of my total project costs.	Yes			
I understand that any awarded grant funds will not be disbursed until Spring/Summer 2026, and that grant funds can not be used to reimburse costs that are incurred before grant funds are approved and disbursed.	Yes			
I attest that this project budget does not include any line items that have already been purchased, nor can it include line items that will be purchased prior to the grant application deadline.	Yes			
I attest that funds included in this project budget will be spent on Clackamas County-based activities, assets, and/or workforce. I understand that no project funds may be spent on workforce or capital assets based in a non-Clackamas County business location.	Yes			
PROJECT BUDGET				
Line Item Description	Quantity	Unit Price	Cost Basis	Total
1 Web Site Redesign and Overhaul	1.00	\$6,500		\$ 6,500.00
2 Image Production and Edit, Lake Troils	6.00	\$17		\$ 102.00
3 Image Production and Edit, Troll Blades	10.00	\$17		\$ 170.00
4 Image Production and Edit, Soft Tie Spinners	18.00	\$17		\$ 306.00
5 Image Production and Edit, Twirlee-Gig Walleye Rigs	18.00	\$17		\$ 306.00
6 Image Production and Edit, Twitch-n-Spin lures	12.00	\$17		\$ 204.00
7 Illustration Tech sheets	3.00	\$450		\$ 1,350.00
8 Video Edits	10.00	\$50		\$ 500.00
<b>TOTAL PROJECT COST</b>			<b>\$</b>	<b>9,438.00</b>
<i>Maximum grant funding request for this project:</i>			<b>\$</b>	<b>4,719.00</b>

EXHIBIT B: Original Application, Budget, and Required Submission Documents

The screenshot shows a web browser window with the Peak Credit Union online banking portal. The page title is "Manage Accounts" and the user is identified as "Thomas Hester". A notification banner at the top states, "We will be closed Monday, October 13th to observe Indigenous Peoples' Day." The navigation menu includes "Home", "Transfers & Payments", "Support", "Services", "Documents", "Settings", and "Log Off".

The main content area displays two accounts:

Account Name	Available Balance	Current Balance
BASIC CHECKING	\$8,138.90	\$8,438.00
PRIME SHARE ACCOUNT	\$2,111.00	\$2,111.00

The interface also includes an "Add account" button, a search bar, and a footer with the Windows taskbar showing the time as 12:00 PM on 10/10/2015.

## 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); \$650,000 total funding available this cycle. Funding is contingent upon the execution of a grant agreement. If an approved recipient cannot finalize their agreement, funds may be offered to approved alternates.
Grant Period of Performance:	Approximately 6-18 months from agreement execution (execution estimated Spring 2026), depending on project. Some projects may be longer.
Reporting Requirements:	Reporting requirements will vary 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 completed.
Submission Method:	Complete and submit application electronically via the <a href="#">official web form</a> . Paper applications will not be accepted.
Application Open Period:	September 4, 2025 at 9am Pacific Time – October 13, 2025 at 5pm Pacific Time.



	Complete submissions, including all required documents, must be received by 5pm on October 13 <sup>th</sup> to be considered responsive. Complete submissions include all required supporting documentation in addition to the application. Incomplete applications will not be considered.
Program Contact:	<a href="mailto:4biz@clackamas.us">4biz@clackamas.us</a> , (503) 742-4BIZ (4249)
Informational Webinar:	September 16, 2025 at 3:30pm Pacific Time <a href="#">Registration required</a>
Match Requirement:	100% or more

## 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 & General Requirements

The following criteria must be met in order for your application to be deemed eligible for review. This is a competitive grant program; not all eligible applications will be funded.

### **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.

### **Traded Sector**

Your business must be a *traded-sector business*, defined as *Clackamas County businesses producing or manufacturing goods in Clackamas County AND selling or exporting those goods outside the county and its immediate surroundings (e.g. manufacturing, food processing, etc.)*.

### **Project Types**

Your proposal must be for a capital project or for a workforce development project. No other project types will be considered.

Capital projects may include:

- Purchase of capital assets that meet a business need, expand production, increase efficiency, or otherwise lead to business growth. Capital assets may include machinery, equipment, software, etc.
- Site development, improvement, or other construction that is directly related to relocation, expansion, and/or business growth.

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.

Workforce development projects include the training, hiring, and/or retention of employees. Examples of workforce development projects include but are not limited to:

- 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;
- Permanent hiring of new employee(s) to increase production, expand product lines, bring outsourced work in-house, or otherwise meet existing and future demand.

#### ***Match Requirements***

You must provide proof of secured match of at least 100% of the amount requested, meaning that only half of the funding for your proposed project may come from this grant. Your business must pay the other half of your project costs.

Match may come from:

- Existing business cash
- A loan or investor commitment (with documentation)
- A separate, already awarded grant

#### ***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***

Each business 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. Previous grant recipients may not apply for additional funding.

#### ***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.

***Unallowable costs***

Indirect costs are not funded through these awards and should not be part of your budget request. Existing staff costs (wages, benefits) are not allowable grant expenses, except for those hours spent in grant-funded training (e.g. training or skill development for a workforce development project, training on new equipment for a capital project).

***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](#). Applications sent through mail or email will not be accepted. The full list of application questions is provided at the end of this NOFO. In your application, provide as much information as needed to thoroughly answer questions and convey information; however, please keep answers as clear and concise as possible. The application is broken up into the following sections:

***Base Eligibility***

On the first page of the application, you will be required to complete a basic eligibility screening questionnaire. The main application will load for any applicants who meet the base eligibility criteria. Answer these questions honestly – you will be required to support your statements with documentation in the main application.

***Detailed Eligibility***

In this section of the application, you will be asked to provide more information to validate your eligibility for funding. It is possible for an applicant to be deemed ineligible even if they appear to meet the base eligibility criteria in the screening questionnaire before this section of the application. Full eligibility requirements are listed in this NOFO, above.

***Application Information***

In this section, you will provide your contact information and summary information about your business.

***Grant Project Information***

In this section, you will provide detailed information about the project for which you are seeking grant funding. You will select your project type and categories, describe your need for grant funding, select and discuss your expected outcomes, provide your project timeline, and explain more about your project budget. This section is your primary opportunity to make a compelling case for getting your project funded.



### ***Attachments***

You will need to provide your project budget, using the required budget template. The template must remain in .xlsx file format in order for your file to upload.

You will also need to provide up to 5 pages of documentation to prove the source(s) and availability of your matching funds. Matching funds are an eligibility requirement; applications that do not sufficiently prove source and availability of matching funds will not be deemed eligible for this program.

### ***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. It is your responsibility to carefully review the attestations before signing. Fraudulent applications will be referred to law enforcement.

## Evaluation

Your application will be evaluated by a review committee comprised of Clackamas County staff. Based on the criteria outlined in this NOFO, the review committee will score applications for Project Fit, Need for Funding, Economic Impact, and Project Feasibility. The review committee will recommend projects to the Board of County Commissioners (BCC) for funding and will also propose an alternates list of the top applications that did not make the initial funding cut. The alternates list will serve as a waitlist in the event a BCC-approved grant recipient is unable to finalize their funding agreement due to unforeseen changes in the business, external factors rendering a project unfeasible, or other extenuating circumstances.

**The BCC has sole authority to determine funded projects and the alternates list.** The BCC may choose to disregard or modify the recommendations of the review committee for funded projects or alternates at its discretion. The funding recommendation packet presented to the BCC will include both the proposed awardees and the alternates list for simultaneous review and approval. The BCC-approved alternates list remains valid until all funds are awarded or the funding cycle closes, at the discretion of the Clackamas County issuing department.

Only applications considered responsive will be evaluated. "Responsive" applications are those which comply with the requirements in this NOFO. Applications that do not meet the eligibility requirements or applications that are received late and/or incomplete will not be considered.

**Timeline.** Applications will be reviewed in November/December 2025, with recommendations for funding and the alternates list made to the BCC by January/February 2026. Awardees and alternates will be notified by email only after the BCC has finalized their decisions. In the event an approved grant recipient cannot finalize their funding agreement, the County will contact the next alternate(s) on the BCC-approved list, in ranked order, to negotiate a funding agreement. This process will continue until all allocated funds are awarded or the alternates list is exhausted.



## Notification of Applicants

Applicants selected for funding will be notified by email only after the Board of County Commissioners (BCC) has finalized its decisions. Applicants placed on the alternates list will also be notified by email, informing them of their status as potential awardees should funding become available. The notification will clarify that placement on the alternates list does not guarantee funding and that alternates will be contacted in ranked order only if an approved grant recipient is unable to finalize their funding agreement. All other applicants will receive a courtesy email notifying them that their application was not selected for funding or the alternates list.

Applicants on the alternates list may be asked to provide updated information (e.g., proof of match or project status) if contacted to finalize a funding agreement, to ensure the project remains viable.

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.

Applicants placed on the alternates list who do not receive funding will be notified after all awardee funding agreements have been finalized. Applicants placed on the alternates list who do not receive funding may apply for future grant cycles and will not receive priority status in any future applications.

## 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.



## Application Questions

### Base Eligibility Screening Questionnaire

1. How many years has your business been operating?
2. Does your business have an operating location in Clackamas County?
3. Does your business produce / manufacture goods in Clackamas County?
4. Does your business sell / export goods OUTSIDE of Clackamas County?
5. Is your business registered and current with the Oregon Secretary of State?
6. This grant program requires a 100% match on all grant funds, meaning that only half of the funding for your proposed project may come from this grant. Your business must pay the other half of your project costs. Are you able and prepared to meet this match requirement?

### Detailed Eligibility

1. Legal business name:
2. Business DBA (if applicable):
3. Business website (if applicable):
4. Oregon Secretary of State ID number (this is different from your federal EIN):
5. Incorporation date:
6. Corporate structure:
7. North American Industry Classification System (NAICS) code:
8. Industry name:
9. Primary business address:
10. Project location address:
11. How does your business meet the criteria for a traded-sector business? *1,000 character limit*
12. Total project budget (pull this directly from your completed budget template):
13. Total grant funds requested:
14. What is the source of your matching funds for this project? *1,000 character limit*
15. If awarded, grant funds will not be disbursed until Spring 2026. Grant funds can not be used to reimburse previous spending. Is your project feasible given this funding timeline?

### Applicant Information

16. Full name(s) of business owner(s):
17. Full name of applicant contact:
18. Title of applicant contact:
19. Email address of applicant contact:
20. Primary phone number of applicant contact:
21. Brief summary of the business *1,000 character limit*

### Grant Project Information

22. Please select your Project Type:



- Workforce Development Project
  - Capital Project
23. Project Category (*please select all that apply*):
- Multi-site Development Assistance: Your business does not have a location in Clackamas County and seeks to establish a new location in Clackamas County
  - Relocation: You seek to relocate your existing business into Clackamas County
  - Physical Expansion: Your business is currently located in Clackamas County and seeks to relocate to a larger facility within the county or expand your existing facilities in the county
  - Production Expansion: Your business seeks to expand production capacity through purchasing new equipment, hiring additional employees, providing employee technical training, and/or other capital investment(s)
  - County Business Retention: Your business is currently located in Clackamas County and seeks funds to assist with a project intended to retain operations in the county
24. Please provide a narrative summary of your project (*2,000 character limit*)
25. Please describe the business need for grant funding to assist your project (*2,000 character limit*)
26. What outcomes do you expect to achieve as a result of this project? Expected outcomes will be included in grantee funding agreements and tracked throughout grant projects. Select all that apply:
- Hire new employees
  - Increase production
  - Increase production efficiency
  - Decrease production waste
  - Improve environmental efficiency of production (e.g. decrease water usage, lower carbon footprint, etc.)
  - Increase your business' spending on local inputs
  - Expand product line / offer additional products
  - Increase revenue
27. Elaborating on your selected outcomes, please describe in more detail the expected local economic impacts of your project (*2,000 character limit*)
28. How many months do you expect it will take to fully implement your project?
29. Please describe your project timeline in more detail (*1,000 character limit*)
30. If your project is awarded partial funding, what project activities and costs would you prioritize to achieve your desired outcomes? *1,000 character limit*

## Upload Attachments

31. Using the required template, please attach your project budget below. You may find the required budget template [HERE](#).
32. Please attach your proof of matching funds below (PDF format only). Please exclude any private information that is not necessary for assessing your match (e.g. full bank account numbers, full routing numbers, check numbers, social security numbers, etc.) You may



upload multiple PDFs, but please limit your submission(s) to 5 pages TOTAL across all uploads.

## Attestation

33. By signing this application, I affirm:

- I am legally authorized to bind the applicant business; and
- The information provided in this application, and any supporting documents provided (if applicable), are true and complete to the best of my knowledge; and
- I understand I may be contacted by CCOED staff to provide additional information or documentation which CCOED, in its sole discretion, may require to complete my application and/or establish my eligibility; and
- I do not owe back taxes to any governmental agency or, if back taxes are owed, a written agency payment plan is in place; and
- I understand any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to law enforcement referral for further investigation or result in the disqualification of my application as unresponsive.
- I understand my application may be denied if it's determined that there are current code violations, or that I have received warnings to rectify code violations that are deemed hazardous or unsafe to my business, its employees or the community.
- I understand I may be required to refund or reimburse all or part of the grant proceeds not used for their intended purposes, as stated in the Application, Scope of Work and/or Funding Agreement.

Name of Attesting Corporate Officer:

[APPLY HERE](#)

## Frequently Asked Questions (FAQ)

# Clackamas County Office of Economic Development

### Business Development Grant Program

---

#### **1. What is the purpose of the county grant funding program?**

The county grant funding program is designed to provide funding for capital, capacity or workforce development projects to various sized traded sector businesses looking to relocate, expand or retain their operations in Clackamas County.

#### **2. Who is eligible to apply for a grant?**

To be eligible to apply, a business must:

- Be a traded sector business – a business producing or manufacturing goods in Clackamas County and selling those goods *outside* of Clackamas County and its immediate surroundings
- Have been a registered business for at least two years
- Be in good standing with the State
- Provide proof of at least 100% match for their funding request

For full details on eligibility and requirements, refer to the [Notice of Funding Opportunity \(NOFO\)](#).

#### **3. What types of projects or activities can be funded?**

Eligible projects must:

- Increase production of locally-manufactured goods;
- Fund either a capital project or a workforce development project;
- Support business improvement, relocation, retention and/or expansion efforts, and
- Contribute to the Clackamas County's economic development.

Eligible business costs include only those costs required to carry out a project as determined in the application process.

For full details on project and application requirements, including Project Types and Project Categories, refer to the [Notice of Funding Opportunity \(NOFO\)](#).

#### 4. How do I apply for a grant?

To apply:

1. Review the grant guidelines and eligibility requirements outlined in the [Notice of Funding Opportunity \(NOFO\)](#) to ensure your business and project are eligible for funding. The full list of application questions can be found at the end of the NOFO.
2. Prepare your application, including:
  - a. Responses to the application questions (it's recommended that you prepare these in a separate document as the application form does not allow you to save a draft)
  - b. Project budget using the required template in .xlsx format (located alongside other program documents [here](#))
  - c. Proof of matching funds, as detailed under *Match Requirements* on page 3 of the NOFO (please be prepared to upload in PDF format, with a maximum of 5 pages total)
3. Submit your complete application via the [official web form](#) by 5pm on October 13, 2025, along with any required supporting documents. Late and incomplete applications will not be considered for funding. Application materials sent by post, email, or any means other than the official application web form will not be considered for funding.

For questions or general assistance, contact us at 503-742-4329 or at [4Biz@clacakamascounty.us](mailto:4Biz@clacakamascounty.us)

#### 5. What is the application deadline?

Complete applications (including required documents) must be submitted via the official web form by 5pm on October 13, 2025.

It is highly recommended that you plan ahead and submit your application with enough time before the deadline to troubleshoot any technology, internet, and/or file issues – **late and/or incomplete applications will not be accepted for any reason.**

#### 6. What is the timeline for this program?

Applications open on Thursday, September 4, 2025 at 9:00 AM Pacific Time.

Applications close at 5:00 PM Pacific Time on Monday, October 13, 2025.

Final award decisions are subject to the schedule of the Board of County Commissioners, and are anticipated to be announced by February 2026.

Funding agreements will be finalized in Spring 2026.

Funding will be deployed no later than June 30, 2026.

Program Period of Performance will begin at the execution of the grant funding agreement (Spring 2026) and run for approximately 6-18 months, depending on the unique project. Some projects may run longer.

Final Outcome Reports will be due approximately 24 months after the execution of the grant funding agreement.

### **7. How much funding can I apply for?**

You may request up to \$100,000 of funding through this program.

You will be required to provide proof of at least 100% matching funds from another source in order for your funding request to be considered. This means that only half of the funding for your proposed project may come from this grant. Your business must pay the other half of your project costs.

The County reserves the right to award partial funding. You will be asked in the application to list the project activities and costs which you would prioritize in the event your project is awarded partial funding.

### **8. How will grant applications be reviewed?**

Eligible grant applications will be reviewed by a committee comprised of Clackamas County staff. Eligible applications will be evaluated based on criteria such as:

- Alignment with program goals
- Project viability
- Economic impact of project
- Need for funding

After evaluating eligible applications, the Clackamas County staff review committee will recommend projects to the Board of County Commissioners (BCC) for final funding decisions. **The BCC has sole authority to determine funded projects.**

For more information on the evaluation criteria and process, refer to the [NOFO](#).

### **9. When will I be notified of the decision?**

Final award decisions are subject to the schedule of the Board of County Commissioners, and are anticipated to be announced by February 2026.

**10. What happens next if my application is approved?**

Awardees will be notified by email once the Board of County Commissioners (BCC) has finalized their funding decisions.

After County staff have notified awardees, staff and awardees will negotiate a Funding Agreement. The Funding Agreement is a contract between the County and the awardee, and includes elements such as a final scope of work for the project, approved project budget, timelines, and reporting requirements for the grant period specific to each project. County Finance, County Counsel, and the BCC will approve final funding agreements.

**11. What are the reporting requirements for grant recipients?**

Grant recipients will be required to submit progress reports and a final report at the end of the grant period. Receipts and other supporting documentation will be required to prove how the funds were used and the outcomes achieved. Depending on the unique nature of the project, other requirements will be discussed and stated in the grant funding agreement.

Specific reporting requirements for each awardee will be outlined in the awardee grant funding agreement based on project type, project categories, and the anticipated outcomes detailed in project applications.

**13. Where can I find more information about the grant program?**

The **Notice of Funding Opportunity (NOFO)** can be found on the Clackamas County Procurement page for Open Grant Opportunities:

<https://www.clackamas.us/procurement-process#opengrantopportunities>

The **application questions** can be found at the end of the NOFO, which is located on the Clackamas County Procurement page for Open Grant Opportunities:

<https://www.clackamas.us/procurement-process#opengrantopportunities>

The **application budget template** can be found on the Clackamas County Procurement page for Open Grant Opportunities: <https://www.clackamas.us/procurement-process#opengrantopportunities>

The **official application web form** can be found at:

<https://apps.clackamas.us/businessdevelopmentgrants/>

For more information, visit our website or contact The Office of Economic Development directly at 503-742-4biz or [4Biz@clacakamascounty.us](mailto:4Biz@clacakamascounty.us). We provide resources such as grant guidelines, application forms, and contact information for assistance.

**14. Whom should I contact if I have more questions?**

If you have additional questions or need further assistance, please contact us at 503-742-4biz or [4Biz@clacakamascounty.us](mailto:4Biz@clacakamascounty.us). We are available to answer clarifying questions and/or resolve technical issues with the application form.

**15. Can software count as a capital asset under the capital project type?**

Yes, purchases of non-physical capital assets such as software can qualify under the capital project type.

Qualifying capital projects involve capital purchases that meet a business need by contributing to business expansion, projected growth strategies, etc. (as stated in the Notice of Funding Opportunity).

**16. Is the matching funds commitment the same as a business collateral requirement?**

No, matching funds are not the same as collateral. The 100% match commitment requires that an applicant contribute their own dollars to pay for at least half of their project costs.

For example, if an applicant is proposing a project with a total cost of \$50,000, the maximum amount of grant funding that they can request in their application is \$25,000. The rest of the project costs must be covered by another source of funds which must already have been secured by the applicant.

Sources of matching funds may include existing cash on hand, pre-approved loans, already awarded grant funds, etc. Applicants must provide up to 5 pages of documentation to show the source and availability of their matching funds. Documentation must be submitted in PDF format, and should not include personal information that is not required to prove matching funds (i.e. applicants should redact any full account numbers, SSN, check numbers, etc.)

**17. Can I use another grant as my source of matching funds?**

You may use a separate, *already awarded* grant as a source of matching funds. You must explain in your application how your awarded grant funds are set to be used and any restrictions on those funds. You must clearly demonstrate how both the awarded grant funds and the funds you are applying for fit into one cohesive project.

Other grants which you have applied for but have not been awarded can not be used as a source of matching funds.

**18. Can I apply for a capital project if I am purchasing multiple pieces of equipment?**

Yes, if you are purchasing multiple pieces of equipment for a specific project you may include costs related to that equipment in your project budget. It is up to the applicant to clearly explain why each equipment purchase is related to the project, and ensure that the project narrative, expected outcomes, and budget all support this.

**19. Can I include money I've already spent on a project in my match commitment?**

No. Project budgets may only include expenses that have not yet been incurred.

If your application is for a phase or portion of a larger ongoing project, you *may* include information about the full project in your project narrative, expected outcomes, and other narrative sections of the application. In this case, it is still up to you to describe the need and impact of the portion of the project that is reflected in the budget.

**20. Can I include money in my match commitment that I *plan* to spend on a project before the funding agreements are finalized (estimated May 2026)?**

Yes. You may include in your **project match commitment** money that you plan to spend on the described project, so long as that spending is clearly detailed in the project budget and timeline, and so long as the spending occurs after the grant application deadline on 10/13/25. You will be required to submit financial documentation to show when project funds were spent.

Because grant funds can not be used for reimbursement or to pay off debt, you may not include in your **grant request** any money that will be spent before the funding agreements are finalized.

**21. Can home-based businesses apply for funds to make property improvements or building expansions?**

Property improvements and/or construction projects on privately owned residential properties (i.e. homes and properties which are zoned as residential) **do not** qualify for funding under this program.

**22. Why isn't my application going through when I click 'Submit application'?**

Before reaching out to County staff about an issue with the form, please do the following:

- Double-check that you have completed all required questions.

- Double-check that you have successfully uploaded your project budget in .xlsx format.
- Double-check that you have successfully uploaded your proof of matching funds in PDF file format.
- Confirm that your uploaded files do not exceed 10 MB in size.
- Confirm that your question responses do not exceed the stated character limit (including spaces).

To ensure that you do not lose your work in the event of a form error, please write your responses to the application questions in a separate, saved document prior to filling out the application form.

**23. Does software count as a “good” under the traded-sector definition?**

Yes, software that is produced in Clackamas County and sold outside of the county and its immediate surroundings would qualify as a traded-sector line of business.

**24. Are services that are sold outside of Clackamas County considered traded-sector?**

No, purely service-based businesses do not qualify as traded-sector under this program.

**GRANT AGREEMENT**

**Program Name:** Business Development Grant Program  
**Program Number:** 600406

This Grant Agreement (this "Agreement") is between **Clackamas County**, a political subdivision of the State of Oregon ("County"), acting by and through its Office of Economic Development, and **13<sup>th</sup> Moon Brouwerij LLC**, an Oregon for-profit entity ("Recipient").

**County Information**

**Grant Administrator:**

**Program Manager:** Julia McCotter

Clackamas County Office of Economic Development  
150 Beaver Creek Road  
Oregon City, OR 97045  
503-742-4238  
4biz@clackamas.us

Clackamas County Office of Economic Development  
150 Beaver Creek Road  
Oregon City, OR 97045  
503-742-4399  
JMcCotter@clackamas.us

**Recipient Information**

**Finance/Fiscal Representative:**

**Owner:**

**State of Oregon Business Registry Number:**

2215721-91

**RECITALS**

County seeks to promote economic development by investing in capital, capacity, and workforce development projects for traded-sector businesses operating in Clackamas County.

On April 17, 2024, the Clackamas County Board of Commissioners ("Board") approved a Business Development Grant program with the goals of using lottery dollars to support business and workforce development activities, retaining Clackamas-County-based operations, and attracting businesses looking to relocate into Clackamas County.

On January 20, 2026, the Board approved the Business Development Grants, as recommended by the Review and Recommendation Committee, and instructed the Office of Economic Development to finalize funding agreements with the approved Recipients.

The total investment in the Business Development Grant Program from County's restricted fund allocation of lottery dollars in the 2025-26 fiscal year is \$650,000. The maximum lottery dollar funding for each grant is \$100,000. Grants may be for lesser amounts, and no single grant may exceed \$100,000.

Recipient submitted an application, attached as Exhibit B, for grant funds to be used for a Capital Project. County has agreed to award Recipient a portion of the requested grant funds to perform the work described in Exhibit A (the "Project").

NOW, THEREFORE, the parties agree as follows:

### AGREEMENT

1. **Term.** This Agreement shall become effective on the date it is fully executed and shall expire on June 30, 2028, unless sooner terminated or extended pursuant to the terms hereof.
2. **Grant Funds.**
  - a. **Payment.** County agrees to pay Recipient a one-time lump sum not to exceed four thousand and five hundred dollars (\$4,500.00) (the “Grant Funds”). Such payment is contingent on County receiving appropriations or other expenditure authority sufficient to allow County, in the exercise of its sole discretion, to make the payment.
  - b. **Use.** Recipient shall use the Grant Funds solely to complete the Project as described in Exhibit A, subject to the terms of this Agreement, the attached Exhibits, and all applicable laws and regulations including, but not limited to, the limitations set forth in Article XV, section 4, of the Oregon Constitution and ORS 461.540 for use of lottery dollars, which is the source of funds under this Agreement. Recipient shall use the Grant Funds solely for Project costs incurred during the period beginning **January 20, 2026** and ending **December 31, 2027** (the “Grant Period”), unless this Agreement is sooner terminated or the Grant Period is sooner extended pursuant to the terms hereof.
  - c. **Allowable Costs.** Recipient will incur only allowable costs in connection with the Project under this Agreement. A cost is allowable if it is reasonable and allocable, as described below.
    - i. **Reasonable.**
      1. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person in the conduct of competitive business. Reasonableness of specific costs must be examined with particular care in connection with firms or their separate divisions that may not be subject to effective competitive restraints. No presumption of reasonableness shall be attached to the incurrence of costs by Recipient. If an initial review of the facts results in a challenge to a specific cost by County, the burden of proof shall be upon Recipient to establish that such cost is reasonable.
      2. What is reasonable depends upon a variety of considerations and circumstances, including:
        - Whether it is the type of cost generally recognized as ordinary and necessary for the completion of the Project;
        - Generally accepted sound business practices, arm's length bargaining, and federal and state laws and regulations;
        - Recipient's responsibilities to the government, other customers, its owners, its employees, and the public at large; and
        - Any significant deviations from Recipient's established practices.
    - ii. **Allocable.** A cost is allocable if it is assignable or chargeable to one or more cost objectives on the basis of relative benefits received or other equitable relationship. Subject to the foregoing, a cost is allocable under this Agreement if it:
      1. Is incurred specifically for the Project as described in Exhibit A; or
      2. Benefits both the Project and other work, and can be distributed among them in reasonable proportion to the benefits received.

- d. **Duplicate Funding.** Recipient may use funds other than the Grant Funds to complete the Project; provided, however, that Recipient may not use the Grant Funds for any Project costs that are budgeted to be or that have been paid for with other funds and would result in duplicate funding. The applicable portion of any rebate, allowance, or other credit relating to any Project costs received by or accruing to Recipient shall be credited to the Project either as a cost reduction or by cash refund to County.
  - e. **Return.** Any unspent Grant Funds must be returned to County within 30 days of the end of the Grant Period, the earlier termination of this Agreement, or the end of any extensions of the Grant Period. Unspent Grant Funds include those Grant Funds that have not been spent in accordance with the terms of this Agreement.
  - f. **Reimbursement.** County may require full or partial reimbursement of the Grant Funds if Recipient fails to deliver the Project as described in Exhibit A.
3. **Future Support.** County makes no commitment and assumes no obligation for future support of the Project.
  4. **Matching Funds.** Recipient is required to provide matching funds in the amounts specified in Exhibit A.
  5. **Amendments.** The terms of this Agreement may not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by both parties. Recipient must submit a written request for any amendment, including justification, to County at least forty-five (45) calendar days before expiration of this Agreement.
  6. **Termination.** This Agreement may be terminated prior to its expiration as follows:
    - a. At County's discretion, upon thirty (30) days' advance written notice to Recipient.
    - b. Upon a party's default under this Agreement, following thirty (30) days' written notice to the party with an opportunity to cure.
    - c. At any time upon mutual agreement by the parties.
    - d. Immediately upon written notice to Recipient that County lacks sufficient funds, as determined by County in its sole discretion, to continue to perform under this Agreement.

The termination of this Agreement, for any reason, shall not release Recipient from any obligation that has already accrued or that comes into effect due to such termination.

**7. Default.**

- a. **Recipient's Default.** Recipient will be in default under this Agreement upon the occurrence of any of the following:
  - i. Recipient fails to use the Grant Funds for eligible purposes described in Exhibit A;
  - ii. Any representation, warranty, or statement made by Recipient in this Agreement or in any documents or reports relied upon by County to measure the Business Development Grant Program, the expenditure of the Grant Funds, or the performance by Recipient is untrue in any material respect when made;
  - iii. Recipient fails to comply with any term or condition set forth in this Agreement;
  - iv. A petition, proceeding, or case is filed by or against Recipient under federal or state bankruptcy, insolvency, receivership, or other law; or

v. Recipient fails to make sufficient progress on the Project as determined by County in its sole discretion.

b. **County's Default.** County will be in default under this Agreement if County fails to perform a material obligation under this Agreement; provided, however, that failure to pay the Grant Funds due to lack of appropriation shall not constitute a default of County.

8. **Remedies.**

a. **County's Remedies.** In the event of Recipient's default, County may, at its option, pursue any or all remedies available to it under this Agreement, at law or in equity, including, but not limited to, (1) withholding the Grant Funds until compliance is achieved; (2) requiring reimbursement of the Grant Funds in the case of omissions or misrepresentations in financial or programmatic reporting; (3) requiring the return of any Grant Funds used by Recipient in violation of this Agreement; (4) terminating this Agreement, following thirty (30) days' written notice to Recipient with an opportunity to cure; (5) declaring Recipient ineligible to receive future awards from County; or (6) initiating an action or proceeding for damages or for declaratory or injunctive relief.

b. **Recipient's Remedies.** In the event of County's default, Recipient may, at its option, (1) terminate this Agreement, following thirty (30) days' written notice to County with an opportunity to cure, and/or, (2) subject to the limits of applicable law and this Agreement, require reimbursement of eligible costs incurred in accordance with this Agreement, less any claims County may have against Recipient. In no event will County be liable to Recipient for expenses related to termination of this Agreement or for any indirect, incidental, consequential, or special damages.

9. **Administrative Requirements.**

a. **Accounting.** All costs incurred by recipient under this Agreement should be recorded in compliance with generally accepted accounting principles, international financial reporting standards, and/or governmental accounting standards.

b. **Monitoring.** County and its duly authorized representatives shall have access to the financial records, books, documents, papers, plans, records of shipments, payments, and writings of Recipient that are pertinent to this Agreement, whether in paper, electronic, or other form, to perform examinations and audits and make excerpts and transcripts. County and its duly authorized representatives shall also have access to conduct onsite or offsite visits for the purpose of monitoring. County may take photographs of funded items during such visits.

c. **Record Retention.** Recipient will retain and keep accessible all financial records, books, documents, papers, plans, records of shipments, payments, and writings for a minimum of six (6) years, or such longer period as may be required by applicable state law, following expiration or termination of this Agreement, or until the conclusion of any audit, controversy, or litigation arising out of or related to this Agreement, whichever date is later.

d. **Change in Ownership.** Recipient is required to notify County, in writing, if Recipient intends to sell its business to another entity or otherwise transfer ownership during the term of this Agreement.

e. **Closeout.** County will closeout this award when County determines that all applicable administrative actions and all required work have been completed by Recipient.

10. **Compliance with Applicable Law.** Recipient shall comply with all applicable federal, state, and local laws, regulations, executive orders, and ordinances applicable to this Agreement, as they may be amended from time to time, including, but not limited to, (i) Titles VI and VII of the Civil Rights Act of

1964, as amended; (ii) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) the Americans with Disabilities Act of 1990, as amended; (iv) Executive Order 11246, “Equal Employment Opportunity,” as amended; (v) the Health Insurance Portability and Accountability Act of 1996; (vi) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (vii) the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended; (viii) all regulations and administrative rules established pursuant to the foregoing laws; and (ix) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations.

**11. General Provisions.**

- a. **Indemnification.** Recipient agrees to indemnify and hold County and its elected officials, officers, employees, and agents harmless with respect to any claim, cause, damage, action, penalty, or other cost (including attorney and expert fees) arising from or related to (i) the negligent or willful acts of Recipient or its employees, its agents, or those under its control; or (ii) the acts or omissions of Recipient in performing under this Agreement including, but not limited to, any claim by state or federal funding sources that Recipient used funds for an ineligible purpose. Recipient is responsible for the acts of its agents and employees, and County assumes no liability or responsibility with respect to the acts of Recipient or its employees, its agents, or those under its control.
- b. **Assignment.** This Agreement may not be assigned in whole or in part without the prior express written approval of County.
- c. **Independent Status.** Recipient is independent of County and will be responsible for any federal, state, or local taxes and fees applicable to the Grant Funds. Recipient is not an agent of County and, except as set forth herein, undertakes this work independent of the control and direction of County. Recipient shall not seek or have the power to bind County in any transaction or activity.
- d. **Notices.** Any notice provided for under this Agreement shall be deemed given if it is in writing and (1) delivered personally to the addressee; (2) sent by certified mail, return receipt requested; (3) sent by commercial delivery service (such as Federal Express); (4) sent by electronic mail with confirmation (such as a return receipt) that it was delivered, accessed, downloaded, or printed.
- e. **Dispute Resolution.** The parties will attempt in good faith to informally resolve any dispute arising out of this Agreement. This may be done at any management level, including at a level higher than persons directly responsible for administration of this Agreement. In addition, the parties may agree to utilize a jointly selected mediator to resolve the dispute short of litigation. Each party will bear its own costs incurred for any mediation.
- f. **Governing Law.** This Agreement, and all rights, obligations, and disputes arising out of it, shall be governed and construed in accordance with the laws of the State of Oregon and the ordinances of Clackamas County without regard to conflict of law principles. Any claim, action, or suit between the parties that arises out of or relates to this Agreement shall be brought and conducted solely and exclusively in the Circuit Court of the State of Oregon for Clackamas County; provided, however, that, if any such claim, action, or suit may be brought in a federal forum, it shall be brought and conducted solely and exclusively in the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by County of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the United States Constitution, or otherwise, from any claim or from the jurisdiction of any court. Recipient consents to the personal jurisdiction of the courts referenced in this section.
- g. **Severability.** If any provision of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect, and the offending provision shall be stricken.

- h. **Counterparts.** This Agreement may be executed in any number of counterparts, all of which together will constitute one and the same agreement. Facsimile or electronic signatures shall be valid as original signatures.
  - i. **Third-Party Beneficiaries.** Except as expressly provided in this Agreement, there are no third-party beneficiaries to this Agreement. The terms of this Agreement may be enforced only by the parties.
  - j. **Binding Effect.** This Agreement shall be binding on the parties and their successors.
  - k. **Integration.** This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements.
  - l. **No Attorney Fees.** In the event any arbitration, action, or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Agreement, each party shall be responsible for its own attorney fees and expenses.
  - m. **Debt Limitation.** This Agreement is subject to the county debt limitation set forth in Article XI, section 10, of the Oregon Constitution, and is contingent upon funds being appropriated to carry out its provisions.
  - n. **Necessary Acts.** Each party shall execute and deliver to the other all such further instruments and documents as may be reasonably necessary to carry out this Agreement.
12. **Insurance.** Recipient shall secure at its own expense and keep in effect during the term of this Agreement the insurance type and minimum coverage indicated below. These requirements do not in any way limit the amount or scope of Recipient’s liability under this Agreement. Recipient shall provide proof of said insurance and name County as an additional insured on all required liability policies. Proof of insurance and notice of any material change should be submitted to the Grant Administrator or Program Manager at the contact information listed above.

<input checked="" type="checkbox"/> Required – Workers’ Compensation: Recipient shall comply with the statutory workers’ compensation requirements in ORS 656.017, unless exempt under ORS 656.027 or 656.126.
<input checked="" type="checkbox"/> Required – Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.
<input type="checkbox"/> Required – Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per claim, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission, or negligent acts.
<input type="checkbox"/> Required – Automobile Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per accident for bodily injury and property damage.
<input type="checkbox"/> Required – Abuse & Molestation endorsement with limits not less than \$1,000,000 per occurrence if not included in the Commercial General Liability policy.

13. **Agreement Documents.**

The following documents are attached to this Agreement and incorporated herein:

- Exhibit A: Approved Scope of Work: Project Description, Budget, Performance Outcomes, and Reporting

**13<sup>TH</sup> MOON BROUWERIJ LLC**

Grant Agreement – Business Development Grant Program FY25/26

Page 7 of 8

- Exhibit B: Original Application, Budget, and Required Submission Documents
- Exhibit C: Original County Notice of Funding Opportunity (NOFO) and related FAQs

In the event of a conflict between the terms of this Agreement and/or any of the attached Exhibits, interpretations shall be based on the following order of precedence:

- This Agreement
- Exhibit A
- Exhibit B
- Exhibit C

*(Signature Page Follows)*

**13<sup>TH</sup> MOON BROUWERIJ LLC**

Grant Agreement – Business Development Grant Program FY25/26

Page **8** of **8**

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers.

CLACKAMAS COUNTY

13<sup>TH</sup> MOON BROUWERIJ LLC

By: \_\_\_\_\_  
Craig Roberts, Chair

By:  \_\_\_\_\_  
Ari Moss, Owner

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Approved as to form:

By: \_\_\_\_\_  
County Counsel

Dated: \_\_\_\_\_

## EXHIBIT A – SCOPE OF WORK

Clackamas County Office of Economic Development  
Business Development Grant Program FY 2025-26

### Grant Award Information

**RECIPIENT:**

13<sup>th</sup> Moon Brouwerij LLC  
760 SW Vista Ave  
Portland, OR 97205

**AMOUNT:**

\$4,500

### Use of Grant Funds

The Grant Funds under this Agreement are lottery dollars. As such, they are subject to the limitations set forth in Article XV, section 4, of the Oregon Constitution and ORS 461.540. Use of lottery dollars is restricted to the following:

- (a) Creating jobs;
- (b) Furthering economic development in Oregon; or
- (c) Financing public education.

**The Grant Funds under this Agreement may be used for the following purposes:**

### Project Scope

13<sup>th</sup> Moon Brouwerij LLC is awarded a grant in the amount of \$4,500 to support a Capital project. Project activities and reported outcomes will occur at 29288 SE Haley Rd, Boring, Oregon 97009. Grant Funds will support purchase and installation of additional fermenting equipment to expand production capacity. The goals of this capital purchase are to:

- Increase production
- Increase production efficiency
- Decrease production waste
- Improve environmental efficiency of production
- Increase business spending on local inputs
- Expand product line or offer additional products
- Increase revenue

## Project Budget

PROJECT BUDGET					
Line	Item Description	Quantity	Unit Price	Cost Basis	Total
1	10-15 bbl Horizontal Tank, shipping, installation	1.00	\$ 8,800.00	Each	\$ 8,800.00
2	Misc. parts and equipment for tank use (tubing, insulation, glycol, etc.)	1.00	\$ 500.00	Each	\$ 500.00
<b>TOTAL PROJECT COST</b>					<b>\$ 9,300.00</b>
Grant funds:					\$ 4,500.00
Matching funds:					\$ 4,800.00

Recipient is committed to carrying out Project activities, as defined in the above scope and budget, in Clackamas County. Recipient is committed to maintaining business operations in Clackamas County for the term of this Agreement.

## Request for Grant Funds

Upon full execution of this Agreement, Recipient must submit all paperwork required by County to be paid as a vendor and remit an invoice for full payment of the Grant Funds.

## Reporting

During the term of this Agreement, Recipient shall provide, at minimum, one progress report and two outcomes reports using County-provided templates. These reports are due on the following schedule:

**September 25, 2026** – Progress Report Due

Reporting period: *Date of agreement signature – September 18, 2026*

**April 30, 2027** – Year 1 Outcomes Report Due

Reporting period: *Date of agreement signature – March 31, 2027*

**April 30, 2028** – Year 2 Outcomes Report Due

Reporting period: *April 1, 2027 – March 31, 2028*

Recipient may also be asked to provide supplemental narrative information on Project activities and outcomes for use in public reports and marketing initiatives.

Reports shall be submitted to the following address:

Julia McCotter

Clackamas County Office of Economic Development  
150 Beavercreek Road  
Oregon City, OR 97045  
503-742-4399  
jmccotter@clackamas.us

## Detailed Eligibility

**Legal business name**

13th Moon Brouwerij LLC

**Business DBA**

13th Moon Gravity Well

**Business Website**

www.13thmoonbrouwerij.com

**Oregon Secretary of State ID number**

221572191

**Incorporation date**

2018-04-18

**Corporate structure**

LLC, multiple members

**North American Industry Classification System (NAICS) code**

312120

**Industry name**

Brewery

**Primary business address**

4072 NE 10th Ave

**Project location address**

29288 SE Haley Rd, Boring, Oregon 97009

**How does your business meet the criteria for a traded-sector business?**

Our beer and mead produced in Boring, Oregon will be primarily distributed outside of the county to the more densely populated Multnomah County. Now that the brewing / distribution license has been approved and we have completed buildout of the production facility, distribution around Multnomah county will commence to the many establishments we have formed relationships with. After distribution is solidified within Multnomah,

Clackamas and Washington County, expansion to Eugene and Roseburg will take place. Lastly we will expand distribution nationally to Philadelphia, Baltimore and Colorado as well as internationally to Japan, Netherlands and Belgium.

**Total project budget**

\$18,000

**Total grant funds requested**

\$9,000

**What is the source of your matching funds for this project?**

We will match \$4,000 in funds ourselves (13th Moon Brouwerij LLC). \$5,000 is matched by the Creators Momentum Business Accelerator Grant.

**If awarded, grant funds will not be disbursed until Spring 2026. Grant funds can not be used to reimburse previous spending. Is your project feasible given this funding timeline?**

Yes

## Applicant Information

**Full name(s) of business owner(s)**

Ari Moss

**Full name of applicant contact**

Ari Moss

**Title of applicant contact**

Owner

**Email address of applicant contact**

13thmoonbrouwerij@gmail.com

**Primary phone number of applicant contact**

4846201008

**Brief summary of the business**

13th Moon Brouwerij is a production brewery that specializes in local and seasonal ingredients. We also specialize in historically inspired beer styles we update with a Pacific

Northwest twist. We might reproduce an old beer or produce it in a past-time way with local ingredients rather than importing from Europe. Often brewing beer or mead with herbal or medicinal products. One of the beers we make seasonally is with locally sourced nettles which becomes a woody and caramelly red ale. A mead we keep in rotation is Lemon Ginger Sage featuring local sage added as well as enough ginger to help with digestion and blood flow. We focus on local and regional relationships to keep local economies thriving.

## Grant Project Information

### **Please select your Project Type**

Capital project

### **Project Category**

Production Expansion

### **Please provide a narrative summary of your project**

With the Clackamas County Business Development Grant we are able to purchase a second horizontal fermenter which would completely change our ability and position to produce more beer. A second horizontal fermenter allows our lagers to ferment in the first horizontal tank for 10 days before being moved off their yeast to lager in the second tank for 6-8 weeks. The first recipe is lagered while a new recipe/batch of lager is brewed in the original tank, re-using the yeast. This saves money since yeast can be half the COGS as well as giving us the ability to produce beer more efficiently through labor cost and expand production variety since different recipes often use the same yeast. This also greatly reduces our carbon imprint, since we dump the hoppy, yeasty sludge 3-13 times less (depending on how many batches we re-use the yeast for). Purchasing a second horizontal tank also frees up our single insulated vertical fermenter that is normally used for faster producing ales. These only take 2-4 weeks until they are ready to sell. Once the second horizontal fermenter is purchased and installed, the Clackamas County Business Development Grant would help us tie it all together through matching us on funds to produce 3 different 15 barrel batches of beer, using 3 different kinds of yeast. Each one of these recipes will allow us to offer a larger variety of options for distribution. The 1st batch will be using Ale yeast, brewing hoppy or herbal beer, red ales and stouts. 2nd batch will utilize a Pilsner/Lager yeast strain, reviving a Pilsner from a former brewery leading to our own hot pepper pilsner, Maibock and more. The final batch we will utilize Scottish Ale yeast, which also take a long time to produce 6-8 weeks, but can be used to brew beer from

3.2% - 12% showcasing a wide range of drinkable and flavorful and light, to a night cap after dinner treat.

**Please describe the business need for grant funding to assist your project**

Without the grant we will produce a much smaller amount of beer as well as a smaller variety of offerings. Producing less lager, American ale and Scottish ale beer individually as well as a whole. With one 14 barrel horizontal fermenter and one 15 barrel vertical fermenter, we will have to juggle the use of the vertical fermenters normally used for ale. Currently we must put lagers in the ale tanks to move the yeast over to another fermenter. This is not only a longer process, taking up 1-2 days, it also increases the chances of contamination, lowering our ability to produce ale in the vertical tank and possibly ruining our ability to re-use the lager yeast because the length yeast can sit before becoming less viable. This leads to more dumped yeast and trub down the drains. In turn, resulting in our business having a less strong position in the market during one of the hardest times for breweries and during the biggest opportunities to get a foothold in a less competitive market.

**What outcomes do you expect to achieve as a result of this project?**

Increase production

Increase production efficiency

Decrease production waste

Improve environmental efficiency of production (e.g. decrease water usage, lower carbon footprint, etc.)

Increase your business' spending on local inputs

Expand product line / offer additional products

Increase revenue

**Elaborating on your selected outcomes**

Grant funds give us the opportunity to purchase a second horizontal lagering tank which will increase our production efficiency, expanding our product line while decreasing production waste and improving environmental efficiency of production. These funds will also go towards three 15 barrel batches of American Ale, Pilsner/lager and Scottish Ale recipes each increasing our production, increase spending on local inputs when purchasing grain grown locally, hops directly from Clackamas County farms, yeast from Imperial Yeast company adjunct ingredients from Organically Grown Company and more. This increases revenue for our business which leads toward more money spent on local maintenance, repairs, updates, cleaning supplies, and future hires.

**How many months do you expect it will take to fully implement your project? \***

6

**Please describe your project timeline in more detail**

It should take 3-4 months to locate, purchase and install a 10-15 bbl horizontal jacketed/insulated fermenter. The 3 recipes should take an additional 2-3 months since 1 can start before installation and the other 2 can take place simultaneously. It should take a total of 6 months to fully implement the project.

**If your project is awarded partial funding, what project activities and costs would you prioritize to achieve your desired outcomes?**

If we are only awarded partial funding, we would prioritize the purchase of the 10-15 barrel horizontal fermenter/lagering tank. This equipment revolutionizes our process in so many ways. Without the ability to purchase ingredients equipment cannot be utilized, we would prioritize the Pilsner/Lager recipe and the Scottish ale recipe that both take longer to mature, we would have to take away the American Ale recipe.

**Attestation**

Yes

**Name of Attesting Corporate Officer \***

Ari Moss











EXHIBIT B: Original Application, Budget, and Required Submission Documents

INFORMATION					
Business name:	13th Moon Brouwerij LLC				
Project type:	Capital Project				
Grant funding request:	\$9,000.00				
Matching funds provided:	\$9,000.00				
BUDGET ATTESTATIONS (select from dropdown)					
I understand that my business is responsible for sourcing funds outside of this grant request to pay for at least half of my total project costs.	Yes				
I understand that any awarded grant funds will not be disbursed until Spring/Summer 2026, and that grant funds can not be used to reimburse costs that are incurred before grant funds are approved and disbursed.	Yes				
I attest that this project budget does not include any line items that have already been purchased, nor can it include line items that will be purchased prior to the grant application deadline.	Yes				
I attest that funds included in this project budget will be spent on Clackamas County-based activities, assets, and/or workforce. I understand that no project funds may be spent on workforce or capital assets based in a non-Clackamas County business location.	Yes				
PROJECT BUDGET					
	Line Item Description	Quantity	Unit Price	Cost Basis	Total
1	10 bbl Horizontal Tank, used - jacketed/insulated	1.00	\$ 8,800.00	Each	\$ 8,800.00
2	Shipping/Pick-up/Vehicle/Travel	1.00	\$ 100.00	Each	\$ 100.00
3	Installation: parts, fittings, tubing, insulation for attaching glycol	1.00	\$ 100.00	Each	\$ 100.00
4					\$ -
5	15 bbl batch of Ale COGS: Barley, Hops, Yeast, Water, Electricity, Rent	1.00	\$ 3,000.00	Each	\$ 3,000.00
6	15 bbl batch of Pilsner/Lager COGS: Barley, Hops, Yeast, Water, Electricity, Rent	1.00	\$ 3,000.00	Each	\$ 3,000.00
7	15 bbl batch of Scottish Ale COGS: Barley, Hops, Yeast, Water, Electricity, Rent	1.00	\$ 3,000.00	Each	\$ 3,000.00
8					\$ -
9					\$ -
10					\$ -
11					\$ -
12					\$ -

EXHIBIT B: Original Application, Budget, and Required Submission Documents

13					\$	-
14					\$	-
15					\$	-
16					\$	-
17					\$	-
18					\$	-
19					\$	-
20					\$	-
					<b>TOTAL PROJECT COST</b>	<b>\$ 18,000.00</b>
					<i>Maximum grant funding request for this project:</i>	<i>\$ 9,000.00</i>



<b>OCT 7 2025</b>			
	Square Income	<b>\$113.32</b> \$4,386.03	⋮
<b>OCT 6 2025</b>			
	Mobile Deposit Income	<b>\$2,173.00</b> \$4,272.71	⋮
<b>OCT 6 2025</b>			
	Square Income	<b>\$759.62</b> \$2,099.71	⋮
<b>OCT 6 2025</b>			
	Square Income	<b>\$448.55</b> \$1,340.09	⋮
<b>OCT 6 2025</b>			
	Square Income	<b>\$663.64</b> \$891.54	⋮
<b>OCT 5 2025</b>			
	Jiffy Lube Service & Parts	<b>(\$47.32)</b> \$227.90	⋮
<b>OCT 4 2025</b>			
	Progressive Financial	<b>(\$156.87)</b> \$275.22	⋮
<b>OCT 4 2025</b>			
	Pioneer Packaging Uncategorized	<b>(\$145.20)</b> \$432.09	⋮
<b>OCT 4 2025</b>			
	Pioneer Packaging Uncategorized	<b>(\$104.00)</b> \$577.29	⋮
<b>OCT 4 2025</b>			
	Thai Dining Restaurants	<b>(\$35.90)</b> \$681.29	⋮



Ari Moss &lt;13thmoonbrouwerij@gmail.com&gt;

## Congratulations! CMBA Graduation Follow-up & Resources

2 messages

learning@aofund.org <learning@aofund.org>  
To: 13thmoonbrouwerij@gmail.com

Wed, Aug 27, 2025 at 9:02 AM

Hi Ari,

Congratulations again on completing the Creators' Momentum Business Accelerator! It's been such a pleasure getting to know you and your business, and we're eager to continue supporting you along your business journey.

**Please take a few moments to complete this post-program survey by Friday, September 5.** Your responses are greatly valued and will help us continue to improve our programming for small business owners.

Here is the link to the recording of our discussion with [Dana Donofree](#) and [Dana Marie Ampy](#). Password: [REDACTED]. As mentioned yesterday, we encourage you all to continue engaging in the multitude of free resources Accion Opportunity Fund (AOF) has to offer, including:

- **Business Advising:** sign up for free coaching sessions with expert advisors (including several CMBA speakers!) **at any time**. Please sign up for one session at a time – once you complete a session, you're welcome to sign up for another as needed.
- **Business Resource Center:** AOF has hundreds of articles and webinars in our online business resource center covering key business topics like marketing, customer relations, tech for your business, finance, and many more. The library is free and searchable so you can find what you're looking for in no time.
- **Online Interactive Learning:** check out our free online interactive learning courses! These courses offer insights into topics like access to capital, pitching your business, business finance 101, and more.
- **AOF Webinars:** AOF hosts regular webinars with expert speakers on high-demand topics – these are always free and packed full of information. You can keep tabs on upcoming webinars through our [Events page](#) and by [following us on Instagram](#).
- **YouTube Channel:** subscribe to AOF's YouTube channel to access past and future webinar recordings and other video resources for small business owners.

### Contact Sheet

We hope you'll stay in touch with your fellow graduates to take advantage of this amazing community you've cultivated! We recommend downloading the [CMBA Participant Contact Info](#) sheet! (Password: [REDACTED])

### Final Reminders:

- You will see the \$5,000 CMBA grant reflected in your business bank account in the coming week or so! If you don't see the funds by **September 5**, please reach out to [learning@aofund.org](mailto:learning@aofund.org)
- You'll have access to the CMBA curriculum on the [Learn with AOF](#) platform through December of this year. We will notify you before you lose access.
- For those who signed up for photography, we'll continue to be in touch in the coming weeks. Please stay responsive to our emails to take advantage of this benefit!

We'll continue to be available at [learning@aofund.org](mailto:learning@aofund.org) – please don't hesitate to reach out with any questions!

Wishing you and your business all the best,  
Emma + the AOF team

[unsubscribe](#)

Ari Moss <13thmoonbrouwerij@gmail.com>  
To: [REDACTED]

Mon, Oct 13, 2025 at 11:42 AM

10/13/25, 11:43 AM

Gmail - Congratulations! CMBA Graduation Follow-up & Resources

EXHIBIT B: Original Application, Budget, and Required Submission Documents

[Quoted text hidden]



## 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); \$650,000 total funding available this cycle. Funding is contingent upon the execution of a grant agreement. If an approved recipient cannot finalize their agreement, funds may be offered to approved alternates.
Grant Period of Performance:	Approximately 6-18 months from agreement execution (execution estimated Spring 2026), depending on project. Some projects may be longer.
Reporting Requirements:	Reporting requirements will vary 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 completed.
Submission Method:	Complete and submit application electronically via the <a href="#">official web form</a> . Paper applications will not be accepted.
Application Open Period:	September 4, 2025 at 9am Pacific Time – October 13, 2025 at 5pm Pacific Time.



	Complete submissions, including all required documents, must be received by 5pm on October 13 <sup>th</sup> to be considered responsive. Complete submissions include all required supporting documentation in addition to the application. Incomplete applications will not be considered.
Program Contact:	<a href="mailto:4biz@clackamas.us">4biz@clackamas.us</a> , (503) 742-4BIZ (4249)
Informational Webinar:	September 16, 2025 at 3:30pm Pacific Time <a href="#">Registration required</a>
Match Requirement:	100% or more

## 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 & General Requirements

The following criteria must be met in order for your application to be deemed eligible for review. This is a competitive grant program; not all eligible applications will be funded.

### **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.

### **Traded Sector**

Your business must be a *traded-sector business*, defined as *Clackamas County businesses producing or manufacturing goods in Clackamas County AND selling or exporting those goods outside the county and its immediate surroundings (e.g. manufacturing, food processing, etc.).*

### **Project Types**

Your proposal must be for a capital project or for a workforce development project. No other project types will be considered.

Capital projects may include:

- Purchase of capital assets that meet a business need, expand production, increase efficiency, or otherwise lead to business growth. Capital assets may include machinery, equipment, software, etc.
- Site development, improvement, or other construction that is directly related to relocation, expansion, and/or business growth.



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.

Workforce development projects include the training, hiring, and/or retention of employees. Examples of workforce development projects include but are not limited to:

- 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;
- Permanent hiring of new employee(s) to increase production, expand product lines, bring outsourced work in-house, or otherwise meet existing and future demand.

### ***Match Requirements***

You must provide proof of secured match of at least 100% of the amount requested, meaning that only half of the funding for your proposed project may come from this grant. Your business must pay the other half of your project costs.

Match may come from:

- Existing business cash
- A loan or investor commitment (with documentation)
- A separate, already awarded grant

### ***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***

Each business 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. Previous grant recipients may not apply for additional funding.

### ***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.

***Unallowable costs***

Indirect costs are not funded through these awards and should not be part of your budget request. Existing staff costs (wages, benefits) are not allowable grant expenses, except for those hours spent in grant-funded training (e.g. training or skill development for a workforce development project, training on new equipment for a capital project).

***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](#). Applications sent through mail or email will not be accepted. The full list of application questions is provided at the end of this NOFO. In your application, provide as much information as needed to thoroughly answer questions and convey information; however, please keep answers as clear and concise as possible. The application is broken up into the following sections:

***Base Eligibility***

On the first page of the application, you will be required to complete a basic eligibility screening questionnaire. The main application will load for any applicants who meet the base eligibility criteria. Answer these questions honestly – you will be required to support your statements with documentation in the main application.

***Detailed Eligibility***

In this section of the application, you will be asked to provide more information to validate your eligibility for funding. It is possible for an applicant to be deemed ineligible even if they appear to meet the base eligibility criteria in the screening questionnaire before this section of the application. Full eligibility requirements are listed in this NOFO, above.

***Application Information***

In this section, you will provide your contact information and summary information about your business.

***Grant Project Information***

In this section, you will provide detailed information about the project for which you are seeking grant funding. You will select your project type and categories, describe your need for grant funding, select and discuss your expected outcomes, provide your project timeline, and explain more about your project budget. This section is your primary opportunity to make a compelling case for getting your project funded.



### ***Attachments***

You will need to provide your project budget, using the required budget template. The template must remain in .xlsx file format in order for your file to upload.

You will also need to provide up to 5 pages of documentation to prove the source(s) and availability of your matching funds. Matching funds are an eligibility requirement; applications that do not sufficiently prove source and availability of matching funds will not be deemed eligible for this program.

### ***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. It is your responsibility to carefully review the attestations before signing. Fraudulent applications will be referred to law enforcement.

## Evaluation

Your application will be evaluated by a review committee comprised of Clackamas County staff. Based on the criteria outlined in this NOFO, the review committee will score applications for Project Fit, Need for Funding, Economic Impact, and Project Feasibility. The review committee will recommend projects to the Board of County Commissioners (BCC) for funding and will also propose an alternates list of the top applications that did not make the initial funding cut. The alternates list will serve as a waitlist in the event a BCC-approved grant recipient is unable to finalize their funding agreement due to unforeseen changes in the business, external factors rendering a project unfeasible, or other extenuating circumstances.

**The BCC has sole authority to determine funded projects and the alternates list.** The BCC may choose to disregard or modify the recommendations of the review committee for funded projects or alternates at its discretion. The funding recommendation packet presented to the BCC will include both the proposed awardees and the alternates list for simultaneous review and approval. The BCC-approved alternates list remains valid until all funds are awarded or the funding cycle closes, at the discretion of the Clackamas County issuing department.

Only applications considered responsive will be evaluated. "Responsive" applications are those which comply with the requirements in this NOFO. Applications that do not meet the eligibility requirements or applications that are received late and/or incomplete will not be considered.

**Timeline.** Applications will be reviewed in November/December 2025, with recommendations for funding and the alternates list made to the BCC by January/February 2026. Awardees and alternates will be notified by email only after the BCC has finalized their decisions. In the event an approved grant recipient cannot finalize their funding agreement, the County will contact the next alternate(s) on the BCC-approved list, in ranked order, to negotiate a funding agreement. This process will continue until all allocated funds are awarded or the alternates list is exhausted.



## Notification of Applicants

Applicants selected for funding will be notified by email only after the Board of County Commissioners (BCC) has finalized its decisions. Applicants placed on the alternates list will also be notified by email, informing them of their status as potential awardees should funding become available. The notification will clarify that placement on the alternates list does not guarantee funding and that alternates will be contacted in ranked order only if an approved grant recipient is unable to finalize their funding agreement. All other applicants will receive a courtesy email notifying them that their application was not selected for funding or the alternates list.

Applicants on the alternates list may be asked to provide updated information (e.g., proof of match or project status) if contacted to finalize a funding agreement, to ensure the project remains viable.

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.

Applicants placed on the alternates list who do not receive funding will be notified after all awardee funding agreements have been finalized. Applicants placed on the alternates list who do not receive funding may apply for future grant cycles and will not receive priority status in any future applications.

## 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.



## Application Questions

### Base Eligibility Screening Questionnaire

1. How many years has your business been operating?
2. Does your business have an operating location in Clackamas County?
3. Does your business produce / manufacture goods in Clackamas County?
4. Does your business sell / export goods OUTSIDE of Clackamas County?
5. Is your business registered and current with the Oregon Secretary of State?
6. This grant program requires a 100% match on all grant funds, meaning that only half of the funding for your proposed project may come from this grant. Your business must pay the other half of your project costs. Are you able and prepared to meet this match requirement?

### Detailed Eligibility

1. Legal business name:
2. Business DBA (if applicable):
3. Business website (if applicable):
4. Oregon Secretary of State ID number (this is different from your federal EIN):
5. Incorporation date:
6. Corporate structure:
7. North American Industry Classification System (NAICS) code:
8. Industry name:
9. Primary business address:
10. Project location address:
11. How does your business meet the criteria for a traded-sector business? *1,000 character limit*
12. Total project budget (pull this directly from your completed budget template):
13. Total grant funds requested:
14. What is the source of your matching funds for this project? *1,000 character limit*
15. If awarded, grant funds will not be disbursed until Spring 2026. Grant funds can not be used to reimburse previous spending. Is your project feasible given this funding timeline?

### Applicant Information

16. Full name(s) of business owner(s):
17. Full name of applicant contact:
18. Title of applicant contact:
19. Email address of applicant contact:
20. Primary phone number of applicant contact:
21. Brief summary of the business *1,000 character limit*

### Grant Project Information

22. Please select your Project Type:



- Workforce Development Project
  - Capital Project
23. Project Category (*please select all that apply*):
- Multi-site Development Assistance: Your business does not have a location in Clackamas County and seeks to establish a new location in Clackamas County
  - Relocation: You seek to relocate your existing business into Clackamas County
  - Physical Expansion: Your business is currently located in Clackamas County and seeks to relocate to a larger facility within the county or expand your existing facilities in the county
  - Production Expansion: Your business seeks to expand production capacity through purchasing new equipment, hiring additional employees, providing employee technical training, and/or other capital investment(s)
  - County Business Retention: Your business is currently located in Clackamas County and seeks funds to assist with a project intended to retain operations in the county
24. Please provide a narrative summary of your project (*2,000 character limit*)
25. Please describe the business need for grant funding to assist your project (*2,000 character limit*)
26. What outcomes do you expect to achieve as a result of this project? Expected outcomes will be included in grantee funding agreements and tracked throughout grant projects. Select all that apply:
- Hire new employees
  - Increase production
  - Increase production efficiency
  - Decrease production waste
  - Improve environmental efficiency of production (e.g. decrease water usage, lower carbon footprint, etc.)
  - Increase your business' spending on local inputs
  - Expand product line / offer additional products
  - Increase revenue
27. Elaborating on your selected outcomes, please describe in more detail the expected local economic impacts of your project (*2,000 character limit*)
28. How many months do you expect it will take to fully implement your project?
29. Please describe your project timeline in more detail (*1,000 character limit*)
30. If your project is awarded partial funding, what project activities and costs would you prioritize to achieve your desired outcomes? *1,000 character limit*

## Upload Attachments

31. Using the required template, please attach your project budget below. You may find the required budget template [HERE](#).
32. Please attach your proof of matching funds below (PDF format only). Please exclude any private information that is not necessary for assessing your match (e.g. full bank account numbers, full routing numbers, check numbers, social security numbers, etc.) You may



upload multiple PDFs, but please limit your submission(s) to 5 pages TOTAL across all uploads.

## Attestation

33. By signing this application, I affirm:

- I am legally authorized to bind the applicant business; and
- The information provided in this application, and any supporting documents provided (if applicable), are true and complete to the best of my knowledge; and
- I understand I may be contacted by CCOED staff to provide additional information or documentation which CCOED, in its sole discretion, may require to complete my application and/or establish my eligibility; and
- I do not owe back taxes to any governmental agency or, if back taxes are owed, a written agency payment plan is in place; and
- I understand any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to law enforcement referral for further investigation or result in the disqualification of my application as unresponsive.
- I understand my application may be denied if it's determined that there are current code violations, or that I have received warnings to rectify code violations that are deemed hazardous or unsafe to my business, its employees or the community.
- I understand I may be required to refund or reimburse all or part of the grant proceeds not used for their intended purposes, as stated in the Application, Scope of Work and/or Funding Agreement.

Name of Attesting Corporate Officer:

[APPLY HERE](#)

## Frequently Asked Questions (FAQ)

# Clackamas County Office of Economic Development

### Business Development Grant Program

---

#### **1. What is the purpose of the county grant funding program?**

The county grant funding program is designed to provide funding for capital, capacity or workforce development projects to various sized traded sector businesses looking to relocate, expand or retain their operations in Clackamas County.

#### **2. Who is eligible to apply for a grant?**

To be eligible to apply, a business must:

- Be a traded sector business – a business producing or manufacturing goods in Clackamas County and selling those goods *outside* of Clackamas County and its immediate surroundings
- Have been a registered business for at least two years
- Be in good standing with the State
- Provide proof of at least 100% match for their funding request

For full details on eligibility and requirements, refer to the [Notice of Funding Opportunity \(NOFO\)](#).

#### **3. What types of projects or activities can be funded?**

Eligible projects must:

- Increase production of locally-manufactured goods;
- Fund either a capital project or a workforce development project;
- Support business improvement, relocation, retention and/or expansion efforts, and
- Contribute to the Clackamas County's economic development.

Eligible business costs include only those costs required to carry out a project as determined in the application process.

For full details on project and application requirements, including Project Types and Project Categories, refer to the [Notice of Funding Opportunity \(NOFO\)](#).

#### **4. How do I apply for a grant?**

To apply:

1. Review the grant guidelines and eligibility requirements outlined in the [Notice of Funding Opportunity \(NOFO\)](#) to ensure your business and project are eligible for funding. The full list of application questions can be found at the end of the NOFO.
2. Prepare your application, including:
  - a. Responses to the application questions (it's recommended that you prepare these in a separate document as the application form does not allow you to save a draft)
  - b. Project budget using the required template in .xlsx format (located alongside other program documents [here](#))
  - c. Proof of matching funds, as detailed under *Match Requirements* on page 3 of the NOFO (please be prepared to upload in PDF format, with a maximum of 5 pages total)
3. Submit your complete application via the [official web form](#) by 5pm on October 13, 2025, along with any required supporting documents. Late and incomplete applications will not be considered for funding. Application materials sent by post, email, or any means other than the official application web form will not be considered for funding.

For questions or general assistance, contact us at 503-742-4329 or at [4Biz@clacakamascounty.us](mailto:4Biz@clacakamascounty.us)

#### **5. What is the application deadline?**

Complete applications (including required documents) must be submitted via the official web form by 5pm on October 13, 2025.

It is highly recommended that you plan ahead and submit your application with enough time before the deadline to troubleshoot any technology, internet, and/or file issues – **late and/or incomplete applications will not be accepted for any reason.**

#### **6. What is the timeline for this program?**

Applications open on Thursday, September 4, 2025 at 9:00 AM Pacific Time.

Applications close at 5:00 PM Pacific Time on Monday, October 13, 2025.

Final award decisions are subject to the schedule of the Board of County Commissioners, and are anticipated to be announced by February 2026.

Funding agreements will be finalized in Spring 2026.

Funding will be deployed no later than June 30, 2026.

Program Period of Performance will begin at the execution of the grant funding agreement (Spring 2026) and run for approximately 6-18 months, depending on the unique project. Some projects may run longer.

Final Outcome Reports will be due approximately 24 months after the execution of the grant funding agreement.

### **7. How much funding can I apply for?**

You may request up to \$100,000 of funding through this program.

You will be required to provide proof of at least 100% matching funds from another source in order for your funding request to be considered. This means that only half of the funding for your proposed project may come from this grant. Your business must pay the other half of your project costs.

The County reserves the right to award partial funding. You will be asked in the application to list the project activities and costs which you would prioritize in the event your project is awarded partial funding.

### **8. How will grant applications be reviewed?**

Eligible grant applications will be reviewed by a committee comprised of Clackamas County staff. Eligible applications will be evaluated based on criteria such as:

- Alignment with program goals
- Project viability
- Economic impact of project
- Need for funding

After evaluating eligible applications, the Clackamas County staff review committee will recommend projects to the Board of County Commissioners (BCC) for final funding decisions. **The BCC has sole authority to determine funded projects.**

For more information on the evaluation criteria and process, refer to the [NOFO](#).

### **9. When will I be notified of the decision?**

Final award decisions are subject to the schedule of the Board of County Commissioners, and are anticipated to be announced by February 2026.

### **10. What happens next if my application is approved?**

Awardees will be notified by email once the Board of County Commissioners (BCC) has finalized their funding decisions.

After County staff have notified awardees, staff and awardees will negotiate a Funding Agreement. The Funding Agreement is a contract between the County and the awardee, and includes elements such as a final scope of work for the project, approved project budget, timelines, and reporting requirements for the grant period specific to each project. County Finance, County Counsel, and the BCC will approve final funding agreements.

### **11. What are the reporting requirements for grant recipients?**

Grant recipients will be required to submit progress reports and a final report at the end of the grant period. Receipts and other supporting documentation will be required to prove how the funds were used and the outcomes achieved. Depending on the unique nature of the project, other requirements will be discussed and stated in the grant funding agreement.

Specific reporting requirements for each awardee will be outlined in the awardee grant funding agreement based on project type, project categories, and the anticipated outcomes detailed in project applications.

### **13. Where can I find more information about the grant program?**

The **Notice of Funding Opportunity (NOFO)** can be found on the Clackamas County Procurement page for Open Grant Opportunities:

<https://www.clackamas.us/procurement-process#opengrantopportunities>

The **application questions** can be found at the end of the NOFO, which is located on the Clackamas County Procurement page for Open Grant Opportunities:

<https://www.clackamas.us/procurement-process#opengrantopportunities>

The **application budget template** can be found on the Clackamas County Procurement page for Open Grant Opportunities: <https://www.clackamas.us/procurement-process#opengrantopportunities>

The **official application web form** can be found at:

<https://apps.clackamas.us/businessdevelopmentgrants/>

For more information, visit our website or contact The Office of Economic Development directly at 503-742-4biz or [4Biz@clacakamascounty.us](mailto:4Biz@clacakamascounty.us). We provide resources such as grant guidelines, application forms, and contact information for assistance.

**14. Whom should I contact if I have more questions?**

If you have additional questions or need further assistance, please contact us at 503-742-4biz or [4Biz@clacakamascounty.us](mailto:4Biz@clacakamascounty.us). We are available to answer clarifying questions and/or resolve technical issues with the application form.

**15. Can software count as a capital asset under the capital project type?**

Yes, purchases of non-physical capital assets such as software can qualify under the capital project type.

Qualifying capital projects involve capital purchases that meet a business need by contributing to business expansion, projected growth strategies, etc. (as stated in the Notice of Funding Opportunity).

**16. Is the matching funds commitment the same as a business collateral requirement?**

No, matching funds are not the same as collateral. The 100% match commitment requires that an applicant contribute their own dollars to pay for at least half of their project costs.

For example, if an applicant is proposing a project with a total cost of \$50,000, the maximum amount of grant funding that they can request in their application is \$25,000. The rest of the project costs must be covered by another source of funds which must already have been secured by the applicant.

Sources of matching funds may include existing cash on hand, pre-approved loans, already awarded grant funds, etc. Applicants must provide up to 5 pages of documentation to show the source and availability of their matching funds. Documentation must be submitted in PDF format, and should not include personal information that is not required to prove matching funds (i.e. applicants should redact any full account numbers, SSN, check numbers, etc.)

**17. Can I use another grant as my source of matching funds?**

You may use a separate, *already awarded* grant as a source of matching funds. You must explain in your application how your awarded grant funds are set to be used and any restrictions on those funds. You must clearly demonstrate how both the awarded grant funds and the funds you are applying for fit into one cohesive project.

Other grants which you have applied for but have not been awarded can not be used as a source of matching funds.

**18. Can I apply for a capital project if I am purchasing multiple pieces of equipment?**

Yes, if you are purchasing multiple pieces of equipment for a specific project you may include costs related to that equipment in your project budget. It is up to the applicant to clearly explain why each equipment purchase is related to the project, and ensure that the project narrative, expected outcomes, and budget all support this.

**19. Can I include money I've already spent on a project in my match commitment?**

No. Project budgets may only include expenses that have not yet been incurred.

If your application is for a phase or portion of a larger ongoing project, you *may* include information about the full project in your project narrative, expected outcomes, and other narrative sections of the application. In this case, it is still up to you to describe the need and impact of the portion of the project that is reflected in the budget.

**20. Can I include money in my match commitment that I *plan* to spend on a project before the funding agreements are finalized (estimated May 2026)?**

Yes. You may include in your **project match commitment** money that you plan to spend on the described project, so long as that spending is clearly detailed in the project budget and timeline, and so long as the spending occurs after the grant application deadline on 10/13/25. You will be required to submit financial documentation to show when project funds were spent.

Because grant funds can not be used for reimbursement or to pay off debt, you may not include in your **grant request** any money that will be spent before the funding agreements are finalized.

**21. Can home-based businesses apply for funds to make property improvements or building expansions?**

Property improvements and/or construction projects on privately owned residential properties (i.e. homes and properties which are zoned as residential) **do not** qualify for funding under this program.

**22. Why isn't my application going through when I click 'Submit application'?**

Before reaching out to County staff about an issue with the form, please do the following:

- Double-check that you have completed all required questions.

- Double-check that you have successfully uploaded your project budget in .xlsx format.
- Double-check that you have successfully uploaded your proof of matching funds in PDF file format.
- Confirm that your uploaded files do not exceed 10 MB in size.
- Confirm that your question responses do not exceed the stated character limit (including spaces).

To ensure that you do not lose your work in the event of a form error, please write your responses to the application questions in a separate, saved document prior to filling out the application form.

**23. Does software count as a “good” under the traded-sector definition?**

Yes, software that is produced in Clackamas County and sold outside of the county and its immediate surroundings would qualify as a traded-sector line of business.

**24. Are services that are sold outside of Clackamas County considered traded-sector?**

No, purely service-based businesses do not qualify as traded-sector under this program.

## GRANT AGREEMENT

**Program Name:** Business Development Grant Program  
**Program Number:** 600406

This Grant Agreement (this "Agreement") is between **Clackamas County**, a political subdivision of the State of Oregon ("County"), acting by and through its Office of Economic Development, and **13<sup>th</sup> Moon Brouwerij LLC**, an Oregon for-profit entity ("Recipient").

### County Information

**Grant Administrator:**

**Program Manager:** Julia McCotter

Clackamas County Office of Economic Development  
150 Beavercreek Road  
Oregon City, OR 97045  
503-742-4238  
4biz@clackamas.us

Clackamas County Office of Economic Development  
150 Beavercreek Road  
Oregon City, OR 97045  
503-742-4399  
JMcCotter@clackamas.us

### Recipient Information

**Finance/Fiscal Representative:**

**Owner:**

Ari Moss

Ari Moss

**State of Oregon Business Registry Number:**

2215721-91

## RECITALS

County seeks to promote economic development by investing in capital, capacity, and workforce development projects for traded-sector businesses operating in Clackamas County.

On April 17, 2024, the Clackamas County Board of Commissioners ("Board") approved a Business Development Grant program with the goals of using lottery dollars to support business and workforce development activities, retaining Clackamas-County-based operations, and attracting businesses looking to relocate into Clackamas County.

On January 20, 2026, the Board approved the Business Development Grants, as recommended by the Review and Recommendation Committee, and instructed the Office of Economic Development to finalize funding agreements with the approved Recipients.

The total investment in the Business Development Grant Program from County's restricted fund allocation of lottery dollars in the 2025-26 fiscal year is \$650,000. The maximum lottery dollar funding for each grant is \$100,000. Grants may be for lesser amounts, and no single grant may exceed \$100,000.

Recipient submitted an application, attached as Exhibit B, for grant funds to be used for a Capital Project. County has agreed to award Recipient a portion of the requested grant funds to perform the work described in Exhibit A (the "Project").

NOW, THEREFORE, the parties agree as follows:

### AGREEMENT

1. **Term.** This Agreement shall become effective on the date it is fully executed and shall expire on June 30, 2028, unless sooner terminated or extended pursuant to the terms hereof.
2. **Grant Funds.**
  - a. **Payment.** County agrees to pay Recipient a one-time lump sum not to exceed four thousand and five hundred dollars (\$4,500.00) (the “Grant Funds”). Such payment is contingent on County receiving appropriations or other expenditure authority sufficient to allow County, in the exercise of its sole discretion, to make the payment.
  - b. **Use.** Recipient shall use the Grant Funds solely to complete the Project as described in Exhibit A, subject to the terms of this Agreement, the attached Exhibits, and all applicable laws and regulations including, but not limited to, the limitations set forth in Article XV, section 4, of the Oregon Constitution and ORS 461.540 for use of lottery dollars, which is the source of funds under this Agreement. Recipient shall use the Grant Funds solely for Project costs incurred during the period beginning **January 20, 2026** and ending **December 31, 2027** (the “Grant Period”), unless this Agreement is sooner terminated or the Grant Period is sooner extended pursuant to the terms hereof.
  - c. **Allowable Costs.** Recipient will incur only allowable costs in connection with the Project under this Agreement. A cost is allowable if it is reasonable and allocable, as described below.
    - i. **Reasonable.**
      1. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person in the conduct of competitive business. Reasonableness of specific costs must be examined with particular care in connection with firms or their separate divisions that may not be subject to effective competitive restraints. No presumption of reasonableness shall be attached to the incurrence of costs by Recipient. If an initial review of the facts results in a challenge to a specific cost by County, the burden of proof shall be upon Recipient to establish that such cost is reasonable.
      2. What is reasonable depends upon a variety of considerations and circumstances, including:
        - Whether it is the type of cost generally recognized as ordinary and necessary for the completion of the Project;
        - Generally accepted sound business practices, arm's length bargaining, and federal and state laws and regulations;
        - Recipient's responsibilities to the government, other customers, its owners, its employees, and the public at large; and
        - Any significant deviations from Recipient's established practices.
    - ii. **Allocable.** A cost is allocable if it is assignable or chargeable to one or more cost objectives on the basis of relative benefits received or other equitable relationship. Subject to the foregoing, a cost is allocable under this Agreement if it:
      1. Is incurred specifically for the Project as described in Exhibit A; or
      2. Benefits both the Project and other work, and can be distributed among them in reasonable proportion to the benefits received.

- d. **Duplicate Funding.** Recipient may use funds other than the Grant Funds to complete the Project; provided, however, that Recipient may not use the Grant Funds for any Project costs that are budgeted to be or that have been paid for with other funds and would result in duplicate funding. The applicable portion of any rebate, allowance, or other credit relating to any Project costs received by or accruing to Recipient shall be credited to the Project either as a cost reduction or by cash refund to County.
  - e. **Return.** Any unspent Grant Funds must be returned to County within 30 days of the end of the Grant Period, the earlier termination of this Agreement, or the end of any extensions of the Grant Period. Unspent Grant Funds include those Grant Funds that have not been spent in accordance with the terms of this Agreement.
  - f. **Reimbursement.** County may require full or partial reimbursement of the Grant Funds if Recipient fails to deliver the Project as described in Exhibit A.
3. **Future Support.** County makes no commitment and assumes no obligation for future support of the Project.
  4. **Matching Funds.** Recipient is required to provide matching funds in the amounts specified in Exhibit A.
  5. **Amendments.** The terms of this Agreement may not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by both parties. Recipient must submit a written request for any amendment, including justification, to County at least forty-five (45) calendar days before expiration of this Agreement.
  6. **Termination.** This Agreement may be terminated prior to its expiration as follows:
    - a. At County's discretion, upon thirty (30) days' advance written notice to Recipient.
    - b. Upon a party's default under this Agreement, following thirty (30) days' written notice to the party with an opportunity to cure.
    - c. At any time upon mutual agreement by the parties.
    - d. Immediately upon written notice to Recipient that County lacks sufficient funds, as determined by County in its sole discretion, to continue to perform under this Agreement.

The termination of this Agreement, for any reason, shall not release Recipient from any obligation that has already accrued or that comes into effect due to such termination.

7. **Default.**

- a. **Recipient's Default.** Recipient will be in default under this Agreement upon the occurrence of any of the following:
  - i. Recipient fails to use the Grant Funds for eligible purposes described in Exhibit A;
  - ii. Any representation, warranty, or statement made by Recipient in this Agreement or in any documents or reports relied upon by County to measure the Business Development Grant Program, the expenditure of the Grant Funds, or the performance by Recipient is untrue in any material respect when made;
  - iii. Recipient fails to comply with any term or condition set forth in this Agreement;
  - iv. A petition, proceeding, or case is filed by or against Recipient under federal or state bankruptcy, insolvency, receivership, or other law; or

v. Recipient fails to make sufficient progress on the Project as determined by County in its sole discretion.

b. **County's Default.** County will be in default under this Agreement if County fails to perform a material obligation under this Agreement; provided, however, that failure to pay the Grant Funds due to lack of appropriation shall not constitute a default of County.

8. **Remedies.**

a. **County's Remedies.** In the event of Recipient's default, County may, at its option, pursue any or all remedies available to it under this Agreement, at law or in equity, including, but not limited to, (1) withholding the Grant Funds until compliance is achieved; (2) requiring reimbursement of the Grant Funds in the case of omissions or misrepresentations in financial or programmatic reporting; (3) requiring the return of any Grant Funds used by Recipient in violation of this Agreement; (4) terminating this Agreement, following thirty (30) days' written notice to Recipient with an opportunity to cure; (5) declaring Recipient ineligible to receive future awards from County; or (6) initiating an action or proceeding for damages or for declaratory or injunctive relief.

b. **Recipient's Remedies.** In the event of County's default, Recipient may, at its option, (1) terminate this Agreement, following thirty (30) days' written notice to County with an opportunity to cure, and/or, (2) subject to the limits of applicable law and this Agreement, require reimbursement of eligible costs incurred in accordance with this Agreement, less any claims County may have against Recipient. In no event will County be liable to Recipient for expenses related to termination of this Agreement or for any indirect, incidental, consequential, or special damages.

9. **Administrative Requirements.**

a. **Accounting.** All costs incurred by recipient under this Agreement should be recorded in compliance with generally accepted accounting principles, international financial reporting standards, and/or governmental accounting standards.

b. **Monitoring.** County and its duly authorized representatives shall have access to the financial records, books, documents, papers, plans, records of shipments, payments, and writings of Recipient that are pertinent to this Agreement, whether in paper, electronic, or other form, to perform examinations and audits and make excerpts and transcripts. County and its duly authorized representatives shall also have access to conduct onsite or offsite visits for the purpose of monitoring. County may take photographs of funded items during such visits.

c. **Record Retention.** Recipient will retain and keep accessible all financial records, books, documents, papers, plans, records of shipments, payments, and writings for a minimum of six (6) years, or such longer period as may be required by applicable state law, following expiration or termination of this Agreement, or until the conclusion of any audit, controversy, or litigation arising out of or related to this Agreement, whichever date is later.

d. **Change in Ownership.** Recipient is required to notify County, in writing, if Recipient intends to sell its business to another entity or otherwise transfer ownership during the term of this Agreement.

e. **Closeout.** County will closeout this award when County determines that all applicable administrative actions and all required work have been completed by Recipient.

10. **Compliance with Applicable Law.** Recipient shall comply with all applicable federal, state, and local laws, regulations, executive orders, and ordinances applicable to this Agreement, as they may be amended from time to time, including, but not limited to, (i) Titles VI and VII of the Civil Rights Act of

1964, as amended; (ii) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) the Americans with Disabilities Act of 1990, as amended; (iv) Executive Order 11246, "Equal Employment Opportunity," as amended; (v) the Health Insurance Portability and Accountability Act of 1996; (vi) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (vii) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (viii) all regulations and administrative rules established pursuant to the foregoing laws; and (ix) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations.

11. **General Provisions.**

- a. **Indemnification.** Recipient agrees to indemnify and hold County and its elected officials, officers, employees, and agents harmless with respect to any claim, cause, damage, action, penalty, or other cost (including attorney and expert fees) arising from or related to (i) the negligent or willful acts of Recipient or its employees, its agents, or those under its control; or (ii) the acts or omissions of Recipient in performing under this Agreement including, but not limited to, any claim by state or federal funding sources that Recipient used funds for an ineligible purpose. Recipient is responsible for the acts of its agents and employees, and County assumes no liability or responsibility with respect to the acts of Recipient or its employees, its agents, or those under its control.
- b. **Assignment.** This Agreement may not be assigned in whole or in part without the prior express written approval of County.
- c. **Independent Status.** Recipient is independent of County and will be responsible for any federal, state, or local taxes and fees applicable to the Grant Funds. Recipient is not an agent of County and, except as set forth herein, undertakes this work independent of the control and direction of County. Recipient shall not seek or have the power to bind County in any transaction or activity.
- d. **Notices.** Any notice provided for under this Agreement shall be deemed given if it is in writing and (1) delivered personally to the addressee; (2) sent by certified mail, return receipt requested; (3) sent by commercial delivery service (such as Federal Express); (4) sent by electronic mail with confirmation (such as a return receipt) that it was delivered, accessed, downloaded, or printed.
- e. **Dispute Resolution.** The parties will attempt in good faith to informally resolve any dispute arising out of this Agreement. This may be done at any management level, including at a level higher than persons directly responsible for administration of this Agreement. In addition, the parties may agree to utilize a jointly selected mediator to resolve the dispute short of litigation. Each party will bear its own costs incurred for any mediation.
- f. **Governing Law.** This Agreement, and all rights, obligations, and disputes arising out of it, shall be governed and construed in accordance with the laws of the State of Oregon and the ordinances of Clackamas County without regard to conflict of law principles. Any claim, action, or suit between the parties that arises out of or relates to this Agreement shall be brought and conducted solely and exclusively in the Circuit Court of the State of Oregon for Clackamas County; provided, however, that, if any such claim, action, or suit may be brought in a federal forum, it shall be brought and conducted solely and exclusively in the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by County of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the United States Constitution, or otherwise, from any claim or from the jurisdiction of any court. Recipient consents to the personal jurisdiction of the courts referenced in this section.
- g. **Severability.** If any provision of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect, and the offending provision shall be stricken.

- h. **Counterparts.** This Agreement may be executed in any number of counterparts, all of which together will constitute one and the same agreement. Facsimile or electronic signatures shall be valid as original signatures.
  - i. **Third-Party Beneficiaries.** Except as expressly provided in this Agreement, there are no third-party beneficiaries to this Agreement. The terms of this Agreement may be enforced only by the parties.
  - j. **Binding Effect.** This Agreement shall be binding on the parties and their successors.
  - k. **Integration.** This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements.
  - l. **No Attorney Fees.** In the event any arbitration, action, or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Agreement, each party shall be responsible for its own attorney fees and expenses.
  - m. **Debt Limitation.** This Agreement is subject to the county debt limitation set forth in Article XI, section 10, of the Oregon Constitution, and is contingent upon funds being appropriated to carry out its provisions.
  - n. **Necessary Acts.** Each party shall execute and deliver to the other all such further instruments and documents as may be reasonably necessary to carry out this Agreement.
12. **Insurance.** Recipient shall secure at its own expense and keep in effect during the term of this Agreement the insurance type and minimum coverage indicated below. These requirements do not in any way limit the amount or scope of Recipient’s liability under this Agreement. Recipient shall provide proof of said insurance and name County as an additional insured on all required liability policies. Proof of insurance and notice of any material change should be submitted to the Grant Administrator or Program Manager at the contact information listed above.

<input checked="" type="checkbox"/> Required – Workers’ Compensation: Recipient shall comply with the statutory workers’ compensation requirements in ORS 656.017, unless exempt under ORS 656.027 or 656.126.
<input checked="" type="checkbox"/> Required – Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.
<input type="checkbox"/> Required – Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per claim, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission, or negligent acts.
<input type="checkbox"/> Required – Automobile Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per accident for bodily injury and property damage.
<input type="checkbox"/> Required – Abuse & Molestation endorsement with limits not less than \$1,000,000 per occurrence if not included in the Commercial General Liability policy.

13. **Agreement Documents.**

The following documents are attached to this Agreement and incorporated herein:

- Exhibit A: Approved Scope of Work: Project Description, Budget, Performance Outcomes, and Reporting

**13<sup>TH</sup> MOON BROUWERIJ LLC**

Grant Agreement – Business Development Grant Program FY25/26

Page 7 of 8

- Exhibit B: Original Application, Budget, and Required Submission Documents
- Exhibit C: Original County Notice of Funding Opportunity (NOFO) and related FAQs

In the event of a conflict between the terms of this Agreement and/or any of the attached Exhibits, interpretations shall be based on the following order of precedence:

- This Agreement
- Exhibit A
- Exhibit B
- Exhibit C

*(Signature Page Follows)*

**13<sup>TH</sup> MOON BROUWERIJ LLC**

Grant Agreement – Business Development Grant Program FY25/26

Page 8 of 8

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers.

CLACKAMAS COUNTY

13<sup>TH</sup> MOON BROUWERIJ LLC

By: \_\_\_\_\_  
Craig Roberts, Chair

By:  \_\_\_\_\_  
Ari Moss, Owner

Dated: \_\_\_\_\_

Dated: 3/31/26

Approved as to form:

By:  \_\_\_\_\_  
County Counsel

Dated: 3/31/26

## EXHIBIT A – SCOPE OF WORK

Clackamas County Office of Economic Development  
Business Development Grant Program FY 2025-26

### Grant Award Information

**RECIPIENT:**

13<sup>th</sup> Moon Brouwerij LLC  
760 SW Vista Ave  
Portland, OR 97205

**AMOUNT:**

\$4,500

### Use of Grant Funds

The Grant Funds under this Agreement are lottery dollars. As such, they are subject to the limitations set forth in Article XV, section 4, of the Oregon Constitution and ORS 461.540. Use of lottery dollars is restricted to the following:

- (a) Creating jobs;
- (b) Furthering economic development in Oregon; or
- (c) Financing public education.

**The Grant Funds under this Agreement may be used for the following purposes:**

### Project Scope

13<sup>th</sup> Moon Brouwerij LLC is awarded a grant in the amount of \$4,500 to support a Capital project. Project activities and reported outcomes will occur at 29288 SE Haley Rd, Boring, Oregon 97009. Grant Funds will support purchase and installation of additional fermenting equipment to expand production capacity. The goals of this capital purchase are to:

- Increase production
- Increase production efficiency
- Decrease production waste
- Improve environmental efficiency of production
- Increase business spending on local inputs
- Expand product line or offer additional products
- Increase revenue

## Project Budget

PROJECT BUDGET					
Line	Item Description	Quantity	Unit Price	Cost Basis	Total
1	10-15 bbl Horizontal Tank, shipping, installation	1.00	\$ 8,800.00	Each	\$ 8,800.00
2	Misc. parts and equipment for tank use (tubing, insulation, glycol, etc.)	1.00	\$ 500.00	Each	\$ 500.00
<b>TOTAL PROJECT COST</b>					<b>\$ 9,300.00</b>
Grant funds:					\$ 4,500.00
Matching funds:					\$ 4,800.00

Recipient is committed to carrying out Project activities, as defined in the above scope and budget, in Clackamas County. Recipient is committed to maintaining business operations in Clackamas County for the term of this Agreement.

## Request for Grant Funds

Upon full execution of this Agreement, Recipient must submit all paperwork required by County to be paid as a vendor and remit an invoice for full payment of the Grant Funds.

## Reporting

During the term of this Agreement, Recipient shall provide, at minimum, one progress report and two outcomes reports using County-provided templates. These reports are due on the following schedule:

**September 25, 2026** – Progress Report Due

Reporting period: *Date of agreement signature – September 18, 2026*

**April 30, 2027** – Year 1 Outcomes Report Due

Reporting period: *Date of agreement signature – March 31, 2027*

**April 30, 2028** – Year 2 Outcomes Report Due

Reporting period: *April 1, 2027 – March 31, 2028*

Recipient may also be asked to provide supplemental narrative information on Project activities and outcomes for use in public reports and marketing initiatives.

Reports shall be submitted to the following address:

Julia McCotter

Clackamas County Office of Economic Development  
150 Beavercreek Road  
Oregon City, OR 97045  
503-742-4399  
jmccotter@clackamas.us

## Detailed Eligibility

**Legal business name**

13th Moon Brouwerij LLC

**Business DBA**

13th Moon Gravity Well

**Business Website**

www.13thmoonbrouwerij.com

**Oregon Secretary of State ID number**

221572191

**Incorporation date**

2018-04-18

**Corporate structure**

LLC, multiple members

**North American Industry Classification System (NAICS) code**

312120

**Industry name**

Brewery

**Primary business address**

4072 NE 10th Ave

**Project location address**

29288 SE Haley Rd, Boring, Oregon 97009

**How does your business meet the criteria for a traded-sector business?**

Our beer and mead produced in Boring, Oregon will be primarily distributed outside of the county to the more densely populated Multnomah County. Now that the brewing / distribution license has been approved and we have completed buildout of the production facility, distribution around Multnomah county will commence to the many establishments we have formed relationships with. After distribution is solidified within Multnomah,

Clackamas and Washington County, expansion to Eugene and Roseburg will take place. Lastly we will expand distribution nationally to Philadelphia, Baltimore and Colorado as well as internationally to Japan, Netherlands and Belgium.

**Total project budget**

\$18,000

**Total grant funds requested**

\$9,000

**What is the source of your matching funds for this project?**

We will match \$4,000 in funds ourselves (13th Moon Brouwerij LLC). \$5,000 is matched by the Creators Momentum Business Accelerator Grant.

**If awarded, grant funds will not be disbursed until Spring 2026. Grant funds can not be used to reimburse previous spending. Is your project feasible given this funding timeline?**

Yes

## Applicant Information

**Full name(s) of business owner(s)**

Ari Moss

**Full name of applicant contact**

Ari Moss

**Title of applicant contact**

Owner

**Email address of applicant contact**

13thmoonbrouwerij@gmail.com

**Primary phone number of applicant contact**

4846201008

**Brief summary of the business**

13th Moon Brouwerij is a production brewery that specializes in local and seasonal ingredients. We also specialize in historically inspired beer styles we update with a Pacific

Northwest twist. We might reproduce an old beer or produce it in a past-time way with local ingredients rather than importing from Europe. Often brewing beer or mead with herbal or medicinal products. One of the beers we make seasonally is with locally sourced nettles which becomes a woody and caramelly red ale. A mead we keep in rotation is Lemon Ginger Sage featuring local sage added as well as enough ginger to help with digestion and blood flow. We focus on local and regional relationships to keep local economies thriving.

## Grant Project Information

### **Please select your Project Type**

Capital project

### **Project Category**

Production Expansion

### **Please provide a narrative summary of your project**

With the Clackamas County Business Development Grant we are able to purchase a second horizontal fermenter which would completely change our ability and position to produce more beer. A second horizontal fermenter allows our lagers to ferment in the first horizontal tank for 10 days before being moved off their yeast to lager in the second tank for 6-8 weeks. The first recipe is lagered while a new recipe/batch of lager is brewed in the original tank, re-using the yeast. This saves money since yeast can be half the COGS as well as giving us the ability to produce beer more efficiently through labor cost and expand production variety since different recipes often use the same yeast. This also greatly reduces our carbon imprint, since we dump the hoppy, yeasty sludge 3-13 times less (depending on how many batches we re-use the yeast for). Purchasing a second horizontal tank also frees up our single insulated vertical fermenter that is normally used for faster producing ales. These only take 2-4 weeks until they are ready to sell. Once the second horizontal fermenter is purchased and installed, the Clackamas County Business Development Grant would help us tie it all together through matching us on funds to produce 3 different 15 barrel batches of beer, using 3 different kinds of yeast. Each one of these recipes will allow us to offer a larger variety of options for distribution. The 1st batch will be using Ale yeast, brewing hoppy or herbal beer, red ales and stouts. 2nd batch will utilize a Pilsner/Lager yeast strain, reviving a Pilsner from a former brewery leading to our own hot pepper pilsner, Maibock and more. The final batch we will utilize Scottish Ale yeast, which also take a long time to produce 6-8 weeks, but can be used to brew beer from

3.2% - 12% showcasing a wide range of drinkable and flavorful and light, to a night cap after dinner treat.

**Please describe the business need for grant funding to assist your project**

Without the grant we will produce a much smaller amount of beer as well as a smaller variety of offerings. Producing less lager, American ale and Scottish ale beer individually as well as a whole. With one 14 barrel horizontal fermenter and one 15 barrel vertical fermenter, we will have to juggle the use of the vertical fermenters normally used for ale. Currently we must put lagers in the ale tanks to move the yeast over to another fermenter. This is not only a longer process, taking up 1-2 days, it also increases the chances of contamination, lowering our ability to produce ale in the vertical tank and possibly ruining our ability to re-use the lager yeast because the length yeast can sit before becoming less viable. This leads to more dumped yeast and trub down the drains. In turn, resulting in our business having a less strong position in the market during one of the hardest times for breweries and during the biggest opportunities to get a foothold in a less competitive market.

**What outcomes do you expect to achieve as a result of this project?**

Increase production

Increase production efficiency

Decrease production waste

Improve environmental efficiency of production (e.g. decrease water usage, lower carbon footprint, etc.)

Increase your business' spending on local inputs

Expand product line / offer additional products

Increase revenue

**Elaborating on your selected outcomes**

Grant funds give us the opportunity to purchase a second horizontal lagering tank which will increase our production efficiency, expanding our product line while decreasing production waste and improving environmental efficiency of production. These funds will also go towards three 15 barrel batches of American Ale, Pilsner/lager and Scottish Ale recipes each increasing our production, increase spending on local inputs when purchasing grain grown locally, hops directly from Clackamas County farms, yeast from Imperial Yeast company adjunct ingredients from Organically Grown Company and more. This increases revenue for our business which leads toward more money spent on local maintenance, repairs, updates, cleaning supplies, and future hires.

**How many months do you expect it will take to fully implement your project? \***

6

**Please describe your project timeline in more detail**

It should take 3-4 months to locate, purchase and install a 10-15 bbl horizontal jacketed/insulated fermenter. The 3 recipes should take an additional 2-3 months since 1 can start before installation and the other 2 can take place simultaneously. It should take a total of 6 months to fully implement the project.

**If your project is awarded partial funding, what project activities and costs would you prioritize to achieve your desired outcomes?**

If we are only awarded partial funding, we would prioritize the purchase of the 10-15 barrel horizontal fermenter/lagering tank. This equipment revolutionizes our process in so many ways. Without the ability to purchase ingredients equipment cannot be utilized, we would prioritize the Pilsner/Lager recipe and the Scottish ale recipe that both take longer to mature, we would have to take away the American Ale recipe.

**Attestation**

Yes

**Name of Attesting Corporate Officer \***











Ari Moss

EXHIBIT B: Original Application, Budget, and Required Submission Documents

INFORMATION				
Business name:	13th Moon Brouwerij LLC			
Project type:	Capital Project			
Grant funding request:	\$9,000.00			
Matching funds provided:	\$9,000.00			
BUDGET ATTESTATIONS (select from dropdown)				
I understand that my business is responsible for sourcing funds outside of this grant request to pay for at least half of my total project costs.	Yes			
I understand that any awarded grant funds will not be disbursed until Spring/Summer 2026, and that grant funds can not be used to reimburse costs that are incurred before grant funds are approved and disbursed.	Yes			
I attest that this project budget does not include any line items that have already been purchased, nor can it include line items that will be purchased prior to the grant application deadline.	Yes			
I attest that funds included in this project budget will be spent on Clackamas County-based activities, assets, and/or workforce. I understand that no project funds may be spent on workforce or capital assets based in a non-Clackamas County business location.	Yes			
PROJECT BUDGET				
Line Item Description	Quantity	Unit Price	Cost Basis	Total
1 10 bbl Horizontal Tank, used - jacketed/insulated	1.00	\$ 8,800.00	Each	\$ 8,800.00
2 Shipping/Pick-up/Vehicle/Travel	1.00	\$ 100.00	Each	\$ 100.00
3 Installation: parts, fittings, tubing, insulation for attaching glycol	1.00	\$ 100.00	Each	\$ 100.00
4				\$ -
5 15 bbl batch of Ale COGS: Barley, Hops, Yeast, Water, Electricity, Rent	1.00	\$ 3,000.00	Each	\$ 3,000.00
6 15 bbl batch of Pilsner/Lager COGS: Barley, Hops, Yeast, Water, Electricity, Rent	1.00	\$ 3,000.00	Each	\$ 3,000.00
7 15 bbl batch of Scottish Ale COGS: Barley, Hops, Yeast, Water, Electricity, Rent	1.00	\$ 3,000.00	Each	\$ 3,000.00
8				\$ -
9				\$ -
10				\$ -
11				\$ -
12				\$ -

EXHIBIT B: Original Application, Budget, and Required Submission Documents

13					\$	-
14					\$	-
15					\$	-
16					\$	-
17					\$	-
18					\$	-
19					\$	-
20					\$	-
<b>TOTAL PROJECT COST</b>					<b>\$</b>	<b>18,000.00</b>
<i>Maximum grant funding request for this project:</i>						
					\$	9,000.00

OCT 7 2025			
	Square Income	\$113.32 \$4,386.03	⋮
OCT 6 2025			
	Mobile Deposit Income	\$2,173.00 \$4,272.71	⋮
OCT 6 2025			
	Square Income	\$759.62 \$2,099.71	⋮
OCT 6 2025			
	Square Income	\$448.55 \$1,340.09	⋮
OCT 6 2025			
	Square Income	\$663.64 \$891.54	⋮
OCT 5 2025			
	Jiffy Lube Service & Parts	(\$47.32) \$227.90	⋮
OCT 4 2025			
	Progressive Financial	(\$156.87) \$275.22	⋮
OCT 4 2025			
	Pioneer Packaging Uncategorized	(\$145.20) \$432.09	⋮
OCT 4 2025			
	Pioneer Packaging Uncategorized	(\$104.00) \$577.29	⋮
OCT 4 2025			
	Thai Dining Restaurants	(\$35.90) \$681.29	⋮



Ari Moss &lt;13thmoonbrouwerij@gmail.com&gt;

---

## Congratulations! CMBA Graduation Follow-up & Resources

2 messages

---

learning@aofund.org <learning@aofund.org>  
To: 13thmoonbrouwerij@gmail.com

Wed, Aug 27, 2025 at 9:02 AM

Hi Ari,

Congratulations again on completing the Creators' Momentum Business Accelerator! It's been such a pleasure getting to know you and your business, and we're eager to continue supporting you along your business journey.

**Please take a few moments to complete this post-program survey by Friday, September 5.** Your responses are greatly valued and will help us continue to improve our programming for small business owners.

Here is the link to the recording of our discussion with [Dana Donofree](#) and [Dana Marie Ampy](#). Password: [REDACTED]. As mentioned yesterday, we encourage you all to continue engaging in the multitude of free resources Accion Opportunity Fund (AOF) has to offer, including:

- **Business Advising:** sign up for free coaching sessions with expert advisors (including several CMBA speakers!) **at any time**. Please sign up for one session at a time – once you complete a session, you're welcome to sign up for another as needed.
- **Business Resource Center:** AOF has hundreds of articles and webinars in our online business resource center covering key business topics like marketing, customer relations, tech for your business, finance, and many more. The library is free and searchable so you can find what you're looking for in no time.
- **Online Interactive Learning:** check out our free online interactive learning courses! These courses offer insights into topics like access to capital, pitching your business, business finance 101, and more.
- **AOF Webinars:** AOF hosts regular webinars with expert speakers on high-demand topics – these are always free and packed full of information. You can keep tabs on upcoming webinars through our [Events page](#) and by [following us on Instagram](#).
- **YouTube Channel:** subscribe to AOF's YouTube channel to access past and future webinar recordings and other video resources for small business owners.

### Contact Sheet

We hope you'll stay in touch with your fellow graduates to take advantage of this amazing community you've cultivated! We recommend downloading the [CMBA Participant Contact Info](#) sheet! (Password: [REDACTED])

### Final Reminders:

- You will see the \$5,000 CMBA grant reflected in your business bank account in the coming week or so! If you don't see the funds by **September 5**, please reach out to [learning@aofund.org](mailto:learning@aofund.org)
- You'll have access to the CMBA curriculum on the [Learn with AOF](#) platform through December of this year. We will notify you before you lose access.
- For those who signed up for photography, we'll continue to be in touch in the coming weeks. Please stay responsive to our emails to take advantage of this benefit!

We'll continue to be available at [learning@aofund.org](mailto:learning@aofund.org) – please don't hesitate to reach out with any questions!

Wishing you and your business all the best,  
Emma + the AOF team

[unsubscribe](#)

---

Ari Moss <13thmoonbrouwerij@gmail.com>  
To: [REDACTED]

Mon, Oct 13, 2025 at 11:42 AM

10/13/25, 11:43 AM

Gmail - Congratulations! CMBA Graduation Follow-up & Resources

EXHIBIT B: Original Application, Budget, and Required Submission Documents

[Quoted text hidden]



## 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); \$650,000 total funding available this cycle. Funding is contingent upon the execution of a grant agreement. If an approved recipient cannot finalize their agreement, funds may be offered to approved alternates.
Grant Period of Performance:	Approximately 6-18 months from agreement execution (execution estimated Spring 2026), depending on project. Some projects may be longer.
Reporting Requirements:	Reporting requirements will vary 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 completed.
Submission Method:	Complete and submit application electronically via the <a href="#">official web form</a> . Paper applications will not be accepted.
Application Open Period:	September 4, 2025 at 9am Pacific Time – October 13, 2025 at 5pm Pacific Time.



	Complete submissions, including all required documents, must be received by 5pm on October 13 <sup>th</sup> to be considered responsive. Complete submissions include all required supporting documentation in addition to the application. Incomplete applications will not be considered.
Program Contact:	<a href="mailto:4biz@clackamas.us">4biz@clackamas.us</a> , (503) 742-4BIZ (4249)
Informational Webinar:	September 16, 2025 at 3:30pm Pacific Time <a href="#">Registration required</a>
Match Requirement:	100% or more

## 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 & General Requirements

The following criteria must be met in order for your application to be deemed eligible for review. This is a competitive grant program; not all eligible applications will be funded.

### **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.

### **Traded Sector**

Your business must be a *traded-sector business*, defined as *Clackamas County businesses producing or manufacturing goods in Clackamas County AND selling or exporting those goods outside the county and its immediate surroundings (e.g. manufacturing, food processing, etc.).*

### **Project Types**

Your proposal must be for a capital project or for a workforce development project. No other project types will be considered.

Capital projects may include:

- Purchase of capital assets that meet a business need, expand production, increase efficiency, or otherwise lead to business growth. Capital assets may include machinery, equipment, software, etc.
- Site development, improvement, or other construction that is directly related to relocation, expansion, and/or business growth.



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.

Workforce development projects include the training, hiring, and/or retention of employees. Examples of workforce development projects include but are not limited to:

- 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;
- Permanent hiring of new employee(s) to increase production, expand product lines, bring outsourced work in-house, or otherwise meet existing and future demand.

***Match Requirements***

You must provide proof of secured match of at least 100% of the amount requested, meaning that only half of the funding for your proposed project may come from this grant. Your business must pay the other half of your project costs.

Match may come from:

- Existing business cash
- A loan or investor commitment (with documentation)
- A separate, already awarded grant

***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***

Each business 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. Previous grant recipients may not apply for additional funding.

***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.

***Unallowable costs***

Indirect costs are not funded through these awards and should not be part of your budget request. Existing staff costs (wages, benefits) are not allowable grant expenses, except for those hours spent in grant-funded training (e.g. training or skill development for a workforce development project, training on new equipment for a capital project).

***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](#). Applications sent through mail or email will not be accepted. The full list of application questions is provided at the end of this NOFO. In your application, provide as much information as needed to thoroughly answer questions and convey information; however, please keep answers as clear and concise as possible. The application is broken up into the following sections:

***Base Eligibility***

On the first page of the application, you will be required to complete a basic eligibility screening questionnaire. The main application will load for any applicants who meet the base eligibility criteria. Answer these questions honestly – you will be required to support your statements with documentation in the main application.

***Detailed Eligibility***

In this section of the application, you will be asked to provide more information to validate your eligibility for funding. It is possible for an applicant to be deemed ineligible even if they appear to meet the base eligibility criteria in the screening questionnaire before this section of the application. Full eligibility requirements are listed in this NOFO, above.

***Application Information***

In this section, you will provide your contact information and summary information about your business.

***Grant Project Information***

In this section, you will provide detailed information about the project for which you are seeking grant funding. You will select your project type and categories, describe your need for grant funding, select and discuss your expected outcomes, provide your project timeline, and explain more about your project budget. This section is your primary opportunity to make a compelling case for getting your project funded.



### ***Attachments***

You will need to provide your project budget, using the required budget template. The template must remain in .xlsx file format in order for your file to upload.

You will also need to provide up to 5 pages of documentation to prove the source(s) and availability of your matching funds. Matching funds are an eligibility requirement; applications that do not sufficiently prove source and availability of matching funds will not be deemed eligible for this program.

### ***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. It is your responsibility to carefully review the attestations before signing. Fraudulent applications will be referred to law enforcement.

## Evaluation

Your application will be evaluated by a review committee comprised of Clackamas County staff. Based on the criteria outlined in this NOFO, the review committee will score applications for Project Fit, Need for Funding, Economic Impact, and Project Feasibility. The review committee will recommend projects to the Board of County Commissioners (BCC) for funding and will also propose an alternates list of the top applications that did not make the initial funding cut. The alternates list will serve as a waitlist in the event a BCC-approved grant recipient is unable to finalize their funding agreement due to unforeseen changes in the business, external factors rendering a project unfeasible, or other extenuating circumstances.

**The BCC has sole authority to determine funded projects and the alternates list.** The BCC may choose to disregard or modify the recommendations of the review committee for funded projects or alternates at its discretion. The funding recommendation packet presented to the BCC will include both the proposed awardees and the alternates list for simultaneous review and approval. The BCC-approved alternates list remains valid until all funds are awarded or the funding cycle closes, at the discretion of the Clackamas County issuing department.

Only applications considered responsive will be evaluated. "Responsive" applications are those which comply with the requirements in this NOFO. Applications that do not meet the eligibility requirements or applications that are received late and/or incomplete will not be considered.

**Timeline.** Applications will be reviewed in November/December 2025, with recommendations for funding and the alternates list made to the BCC by January/February 2026. Awardees and alternates will be notified by email only after the BCC has finalized their decisions. In the event an approved grant recipient cannot finalize their funding agreement, the County will contact the next alternate(s) on the BCC-approved list, in ranked order, to negotiate a funding agreement. This process will continue until all allocated funds are awarded or the alternates list is exhausted.



## Notification of Applicants

Applicants selected for funding will be notified by email only after the Board of County Commissioners (BCC) has finalized its decisions. Applicants placed on the alternates list will also be notified by email, informing them of their status as potential awardees should funding become available. The notification will clarify that placement on the alternates list does not guarantee funding and that alternates will be contacted in ranked order only if an approved grant recipient is unable to finalize their funding agreement. All other applicants will receive a courtesy email notifying them that their application was not selected for funding or the alternates list.

Applicants on the alternates list may be asked to provide updated information (e.g., proof of match or project status) if contacted to finalize a funding agreement, to ensure the project remains viable.

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.

Applicants placed on the alternates list who do not receive funding will be notified after all awardee funding agreements have been finalized. Applicants placed on the alternates list who do not receive funding may apply for future grant cycles and will not receive priority status in any future applications.

## 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.



## Application Questions

### Base Eligibility Screening Questionnaire

1. How many years has your business been operating?
2. Does your business have an operating location in Clackamas County?
3. Does your business produce / manufacture goods in Clackamas County?
4. Does your business sell / export goods OUTSIDE of Clackamas County?
5. Is your business registered and current with the Oregon Secretary of State?
6. This grant program requires a 100% match on all grant funds, meaning that only half of the funding for your proposed project may come from this grant. Your business must pay the other half of your project costs. Are you able and prepared to meet this match requirement?

### Detailed Eligibility

1. Legal business name:
2. Business DBA (if applicable):
3. Business website (if applicable):
4. Oregon Secretary of State ID number (this is different from your federal EIN):
5. Incorporation date:
6. Corporate structure:
7. North American Industry Classification System (NAICS) code:
8. Industry name:
9. Primary business address:
10. Project location address:
11. How does your business meet the criteria for a traded-sector business? *1,000 character limit*
12. Total project budget (pull this directly from your completed budget template):
13. Total grant funds requested:
14. What is the source of your matching funds for this project? *1,000 character limit*
15. If awarded, grant funds will not be disbursed until Spring 2026. Grant funds can not be used to reimburse previous spending. Is your project feasible given this funding timeline?

### Applicant Information

16. Full name(s) of business owner(s):
17. Full name of applicant contact:
18. Title of applicant contact:
19. Email address of applicant contact:
20. Primary phone number of applicant contact:
21. Brief summary of the business *1,000 character limit*

### Grant Project Information

22. Please select your Project Type:



- Workforce Development Project
  - Capital Project
23. Project Category (*please select all that apply*):
- Multi-site Development Assistance: Your business does not have a location in Clackamas County and seeks to establish a new location in Clackamas County
  - Relocation: You seek to relocate your existing business into Clackamas County
  - Physical Expansion: Your business is currently located in Clackamas County and seeks to relocate to a larger facility within the county or expand your existing facilities in the county
  - Production Expansion: Your business seeks to expand production capacity through purchasing new equipment, hiring additional employees, providing employee technical training, and/or other capital investment(s)
  - County Business Retention: Your business is currently located in Clackamas County and seeks funds to assist with a project intended to retain operations in the county
24. Please provide a narrative summary of your project (*2,000 character limit*)
25. Please describe the business need for grant funding to assist your project (*2,000 character limit*)
26. What outcomes do you expect to achieve as a result of this project? Expected outcomes will be included in grantee funding agreements and tracked throughout grant projects. Select all that apply:
- Hire new employees
  - Increase production
  - Increase production efficiency
  - Decrease production waste
  - Improve environmental efficiency of production (e.g. decrease water usage, lower carbon footprint, etc.)
  - Increase your business' spending on local inputs
  - Expand product line / offer additional products
  - Increase revenue
27. Elaborating on your selected outcomes, please describe in more detail the expected local economic impacts of your project (*2,000 character limit*)
28. How many months do you expect it will take to fully implement your project?
29. Please describe your project timeline in more detail (*1,000 character limit*)
30. If your project is awarded partial funding, what project activities and costs would you prioritize to achieve your desired outcomes? *1,000 character limit*

## Upload Attachments

31. Using the required template, please attach your project budget below. You may find the required budget template [HERE](#).
32. Please attach your proof of matching funds below (PDF format only). Please exclude any private information that is not necessary for assessing your match (e.g. full bank account numbers, full routing numbers, check numbers, social security numbers, etc.) You may



upload multiple PDFs, but please limit your submission(s) to 5 pages TOTAL across all uploads.

## Attestation

33. By signing this application, I affirm:

- I am legally authorized to bind the applicant business; and
- The information provided in this application, and any supporting documents provided (if applicable), are true and complete to the best of my knowledge; and
- I understand I may be contacted by CCOED staff to provide additional information or documentation which CCOED, in its sole discretion, may require to complete my application and/or establish my eligibility; and
- I do not owe back taxes to any governmental agency or, if back taxes are owed, a written agency payment plan is in place; and
- I understand any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to law enforcement referral for further investigation or result in the disqualification of my application as unresponsive.
- I understand my application may be denied if it's determined that there are current code violations, or that I have received warnings to rectify code violations that are deemed hazardous or unsafe to my business, its employees or the community.
- I understand I may be required to refund or reimburse all or part of the grant proceeds not used for their intended purposes, as stated in the Application, Scope of Work and/or Funding Agreement.

Name of Attesting Corporate Officer:

[APPLY HERE](#)

## Frequently Asked Questions (FAQ)

# Clackamas County Office of Economic Development

### Business Development Grant Program

---

#### **1. What is the purpose of the county grant funding program?**

The county grant funding program is designed to provide funding for capital, capacity or workforce development projects to various sized traded sector businesses looking to relocate, expand or retain their operations in Clackamas County.

#### **2. Who is eligible to apply for a grant?**

To be eligible to apply, a business must:

- Be a traded sector business – a business producing or manufacturing goods in Clackamas County and selling those goods *outside* of Clackamas County and its immediate surroundings
- Have been a registered business for at least two years
- Be in good standing with the State
- Provide proof of at least 100% match for their funding request

For full details on eligibility and requirements, refer to the [Notice of Funding Opportunity \(NOFO\)](#).

#### **3. What types of projects or activities can be funded?**

Eligible projects must:

- Increase production of locally-manufactured goods;
- Fund either a capital project or a workforce development project;
- Support business improvement, relocation, retention and/or expansion efforts, and
- Contribute to the Clackamas County's economic development.

Eligible business costs include only those costs required to carry out a project as determined in the application process.

For full details on project and application requirements, including Project Types and Project Categories, refer to the [Notice of Funding Opportunity \(NOFO\)](#).

#### **4. How do I apply for a grant?**

To apply:

1. Review the grant guidelines and eligibility requirements outlined in the [Notice of Funding Opportunity \(NOFO\)](#) to ensure your business and project are eligible for funding. The full list of application questions can be found at the end of the NOFO.
2. Prepare your application, including:
  - a. Responses to the application questions (it's recommended that you prepare these in a separate document as the application form does not allow you to save a draft)
  - b. Project budget using the required template in .xlsx format (located alongside other program documents [here](#))
  - c. Proof of matching funds, as detailed under *Match Requirements* on page 3 of the NOFO (please be prepared to upload in PDF format, with a maximum of 5 pages total)
3. Submit your complete application via the [official web form](#) by 5pm on October 13, 2025, along with any required supporting documents. Late and incomplete applications will not be considered for funding. Application materials sent by post, email, or any means other than the official application web form will not be considered for funding.

For questions or general assistance, contact us at 503-742-4329 or at [4Biz@clacakamascounty.us](mailto:4Biz@clacakamascounty.us)

#### **5. What is the application deadline?**

Complete applications (including required documents) must be submitted via the official web form by 5pm on October 13, 2025.

It is highly recommended that you plan ahead and submit your application with enough time before the deadline to troubleshoot any technology, internet, and/or file issues – **late and/or incomplete applications will not be accepted for any reason.**

#### **6. What is the timeline for this program?**

Applications open on Thursday, September 4, 2025 at 9:00 AM Pacific Time.

Applications close at 5:00 PM Pacific Time on Monday, October 13, 2025.

Final award decisions are subject to the schedule of the Board of County Commissioners, and are anticipated to be announced by February 2026.

Funding agreements will be finalized in Spring 2026.

Funding will be deployed no later than June 30, 2026.

Program Period of Performance will begin at the execution of the grant funding agreement (Spring 2026) and run for approximately 6-18 months, depending on the unique project. Some projects may run longer.

Final Outcome Reports will be due approximately 24 months after the execution of the grant funding agreement.

### **7. How much funding can I apply for?**

You may request up to \$100,000 of funding through this program.

You will be required to provide proof of at least 100% matching funds from another source in order for your funding request to be considered. This means that only half of the funding for your proposed project may come from this grant. Your business must pay the other half of your project costs.

The County reserves the right to award partial funding. You will be asked in the application to list the project activities and costs which you would prioritize in the event your project is awarded partial funding.

### **8. How will grant applications be reviewed?**

Eligible grant applications will be reviewed by a committee comprised of Clackamas County staff. Eligible applications will be evaluated based on criteria such as:

- Alignment with program goals
- Project viability
- Economic impact of project
- Need for funding

After evaluating eligible applications, the Clackamas County staff review committee will recommend projects to the Board of County Commissioners (BCC) for final funding decisions. **The BCC has sole authority to determine funded projects.**

For more information on the evaluation criteria and process, refer to the [NOFO](#).

### **9. When will I be notified of the decision?**

Final award decisions are subject to the schedule of the Board of County Commissioners, and are anticipated to be announced by February 2026.

### **10. What happens next if my application is approved?**

Awardees will be notified by email once the Board of County Commissioners (BCC) has finalized their funding decisions.

After County staff have notified awardees, staff and awardees will negotiate a Funding Agreement. The Funding Agreement is a contract between the County and the awardee, and includes elements such as a final scope of work for the project, approved project budget, timelines, and reporting requirements for the grant period specific to each project. County Finance, County Counsel, and the BCC will approve final funding agreements.

### **11. What are the reporting requirements for grant recipients?**

Grant recipients will be required to submit progress reports and a final report at the end of the grant period. Receipts and other supporting documentation will be required to prove how the funds were used and the outcomes achieved. Depending on the unique nature of the project, other requirements will be discussed and stated in the grant funding agreement.

Specific reporting requirements for each awardee will be outlined in the awardee grant funding agreement based on project type, project categories, and the anticipated outcomes detailed in project applications.

### **13. Where can I find more information about the grant program?**

The **Notice of Funding Opportunity (NOFO)** can be found on the Clackamas County Procurement page for Open Grant Opportunities:

<https://www.clackamas.us/procurement-process#opengrantopportunities>

The **application questions** can be found at the end of the NOFO, which is located on the Clackamas County Procurement page for Open Grant Opportunities:

<https://www.clackamas.us/procurement-process#opengrantopportunities>

The **application budget template** can be found on the Clackamas County Procurement page for Open Grant Opportunities: <https://www.clackamas.us/procurement-process#opengrantopportunities>

The **official application web form** can be found at:

<https://apps.clackamas.us/businessdevelopmentgrants/>

For more information, visit our website or contact The Office of Economic Development directly at 503-742-4biz or [4Biz@clacakamascounty.us](mailto:4Biz@clacakamascounty.us). We provide resources such as grant guidelines, application forms, and contact information for assistance.

**14. Whom should I contact if I have more questions?**

If you have additional questions or need further assistance, please contact us at 503-742-4biz or [4Biz@clacakamascounty.us](mailto:4Biz@clacakamascounty.us). We are available to answer clarifying questions and/or resolve technical issues with the application form.

**15. Can software count as a capital asset under the capital project type?**

Yes, purchases of non-physical capital assets such as software can qualify under the capital project type.

Qualifying capital projects involve capital purchases that meet a business need by contributing to business expansion, projected growth strategies, etc. (as stated in the Notice of Funding Opportunity).

**16. Is the matching funds commitment the same as a business collateral requirement?**

No, matching funds are not the same as collateral. The 100% match commitment requires that an applicant contribute their own dollars to pay for at least half of their project costs.

For example, if an applicant is proposing a project with a total cost of \$50,000, the maximum amount of grant funding that they can request in their application is \$25,000. The rest of the project costs must be covered by another source of funds which must already have been secured by the applicant.

Sources of matching funds may include existing cash on hand, pre-approved loans, already awarded grant funds, etc. Applicants must provide up to 5 pages of documentation to show the source and availability of their matching funds. Documentation must be submitted in PDF format, and should not include personal information that is not required to prove matching funds (i.e. applicants should redact any full account numbers, SSN, check numbers, etc.)

**17. Can I use another grant as my source of matching funds?**

You may use a separate, *already awarded* grant as a source of matching funds. You must explain in your application how your awarded grant funds are set to be used and any restrictions on those funds. You must clearly demonstrate how both the awarded grant funds and the funds you are applying for fit into one cohesive project.

Other grants which you have applied for but have not been awarded can not be used as a source of matching funds.

**18. Can I apply for a capital project if I am purchasing multiple pieces of equipment?**

Yes, if you are purchasing multiple pieces of equipment for a specific project you may include costs related to that equipment in your project budget. It is up to the applicant to clearly explain why each equipment purchase is related to the project, and ensure that the project narrative, expected outcomes, and budget all support this.

**19. Can I include money I've already spent on a project in my match commitment?**

No. Project budgets may only include expenses that have not yet been incurred.

If your application is for a phase or portion of a larger ongoing project, you *may* include information about the full project in your project narrative, expected outcomes, and other narrative sections of the application. In this case, it is still up to you to describe the need and impact of the portion of the project that is reflected in the budget.

**20. Can I include money in my match commitment that I *plan* to spend on a project before the funding agreements are finalized (estimated May 2026)?**

Yes. You may include in your **project match commitment** money that you plan to spend on the described project, so long as that spending is clearly detailed in the project budget and timeline, and so long as the spending occurs after the grant application deadline on 10/13/25. You will be required to submit financial documentation to show when project funds were spent.

Because grant funds can not be used for reimbursement or to pay off debt, you may not include in your **grant request** any money that will be spent before the funding agreements are finalized.

**21. Can home-based businesses apply for funds to make property improvements or building expansions?**

Property improvements and/or construction projects on privately owned residential properties (i.e. homes and properties which are zoned as residential) **do not** qualify for funding under this program.

**22. Why isn't my application going through when I click 'Submit application'?**

Before reaching out to County staff about an issue with the form, please do the following:

- Double-check that you have completed all required questions.

- Double-check that you have successfully uploaded your project budget in .xlsx format.
- Double-check that you have successfully uploaded your proof of matching funds in PDF file format.
- Confirm that your uploaded files do not exceed 10 MB in size.
- Confirm that your question responses do not exceed the stated character limit (including spaces).

To ensure that you do not lose your work in the event of a form error, please write your responses to the application questions in a separate, saved document prior to filling out the application form.

**23. Does software count as a “good” under the traded-sector definition?**

Yes, software that is produced in Clackamas County and sold outside of the county and its immediate surroundings would qualify as a traded-sector line of business.

**24. Are services that are sold outside of Clackamas County considered traded-sector?**

No, purely service-based businesses do not qualify as traded-sector under this program.