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Clackamas County
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DAN JOHNSON
DIRECTOR

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

April 9, 2026

BCC Agenda Date/Item: _____

Board of County Commissioners
Clackamas County

Approval of four Funding Agreements with Manny's Choice, Motorized Precision, SNW TEC and Whispering Lavender Farm for Business Development Grant Program awards. Total Agreements Value is \$147,800 for 2 years. Funding is through budgeted Lottery Dollars. No County General Funds are involved.

Previous Board Action/Review:

1. On April 17, 2024 the 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. On January 20, 2026 in a policy session the BCC approved grant funding for 12 applicants as recommended by the Business Development Grant Review & Recommendation Committee.

Performance Clackamas: Vibrant Economy

Counsel Review: Yes

Procurement Review: No

Contact Person: Laura Edmonds 503-742-4366

EXECUTIVE SUMMARY: The Board directed the Office of Economic Development (OED) in April of 2024 to develop 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.

This packet contains funding agreements for 4 of the 12 approved projects. The remaining 8 agreements are anticipated to be submitted for approval in April.

For Filing Use Only

LIST OF APPROVED GRANT RECIPIENTS		
Business Name	Approved Award	Included in This Packet
Rogue Fabrication	\$ 100,000	
Optimize Technologies	\$ 100,000	
Roadrunner Pizza (Batish Home Bake)	\$ 85,000	
American Metal Specialties	\$ 85,000	
Motorized Precision	\$ 73,000	X
Benchmade Knife Company	\$ 70,000	
Swagelok Northwest	\$ 55,000	X
Oregon City Brewing	\$ 53,000	
Manny's Choice	\$ 13,500	X
Whispering Lavender Farm	\$ 6,300	X
Poulsen Cascade Tackle	\$ 4,700	
13th Moon Brouwerij	\$ 4,500	

RECOMMENDATION: Staff respectfully recommends approval of the Funding Agreements between Clackamas County and Manny's Choice Inc, Motorized Precision LLC, SNW TEC LLC, and Whispering Lavender Farm 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 **Motorized Precision**, 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:

1098906-99

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 Workforce Development project. County has agreed to award Recipient a portion of the requested grant funds to perform the work described in Exhibit A (the "Project").

MOTORIZED PRECISION

Grant Agreement – Business Development Grant Program FY25/26

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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 seventy-three thousand dollars (\$73,000.00) (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.

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Grant Agreement – Business Development Grant Program FY25/26

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- 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

MOTORIZED PRECISION

Grant Agreement – Business Development Grant Program FY25/26

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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

MOTORIZED PRECISION

Grant Agreement – Business Development Grant Program FY25/26

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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.

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- 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

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Grant Agreement – Business Development Grant Program FY25/26

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- 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)

MOTORIZED PRECISION

Grant Agreement – Business Development Grant Program FY25/26

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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: March 6, 2026

MOTORIZED PRECISION

By:  _____
Sean Brown, Founder/CEO

Dated: _____

EXHIBIT A – SCOPE OF WORK

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

Grant Award Information

RECIPIENT:

Motorized Precision
17825 SE 82nd Dr
Gladstone, OR 97027

AMOUNT:

\$73,000

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

Motorized Precision is awarded a grant in the amount of \$73,000 to support a Workforce Development project. Project activities and reported outcomes will occur at 17825 SE 82nd Dr, Gladstone, OR 97027. Grant Funds will support the hiring of 2 new employees and increased spending on local subcontractors, in order to expand product offerings. The goals of this project are to:

- Hire new employees
- Increase production
- Increase production efficiency
- Increase 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	New Hire Salary	1.00	\$ 75,000	Annual salary for new staff	\$ 75,000.00
2	Subcontractor Services (fabrication, branding, manufacturing)	1.00	\$ 30,000	Local subcontractor contracts	\$ 30,000.00
3	R&D Testing & Hardware Prototyping	1.00	\$ 95,000	Prototype builds, local R&D shops	\$ 95,000.00
TOTAL PROJECT COST					\$ 200,000.00
<i>Grant Funds:</i>					\$ 73,000.00
<i>Matching Funds:</i>					\$ 127,000.00

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

Motorized Precision

Business DBA

N/A

Business Website

<https://www.motorizedprecision.com>

Oregon Secretary of State ID number

109890699

Incorporation date

2015-03-25

Corporate structure

LLC, multiple members

North American Industry Classification System (NAICS) code

541511

Industry name

Software & Hardware for Industrial Robotics and Motion Control

Primary business address

17825 SE 82nd Dr, Clackamas, OR 97027

Project location address

17825 SE 82nd Dr, Clackamas, OR 97027

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

Motorized Precision is a traded-sector business because we develop and export advanced robotics software and hardware from Clackamas County to national and international markets. Our flagship product, MP Studio, and our turnkey robot hardware systems (bases, sliders, camera mounts, track systems) are purchased by clients outside the region and shipped globally. We generate sales through both online platforms and international

invoicing, making Clackamas a hub for innovation while bringing outside revenue into the county. This outward-facing model ensures that the majority of our products and services are consumed beyond local markets, qualifying us squarely as a traded-sector business.

Total project budget

200000

Total grant funds requested

100000

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

Motorized Precision has secured matching funds from company reserves. We maintain over \$100,000 in our business accounts that will be dedicated to this project, ensuring a 100% match. These funds are available immediately to cover salaries for new hires, subcontractor services, and local R&D partnerships.

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)

Sean Brown, Michael Gurney, Edward Dominion, Edward Diehl, Brian Davidson, Danial Hurst

Full name of applicant contact

Sean Brown

Title of applicant contact

Founder / CEO

Email address of applicant contact

sean@motorizedprecision.com

Primary phone number of applicant contact

5412315695

Brief summary of the business

Motorized Precision is a Clackamas County-based technology company founded in 2015. We specialize in designing and manufacturing turnkey robotic systems that integrate precision hardware with our proprietary software, MP Studio. Our products include robot bases, track systems, camera mounts, and accessories, which enable industrial and creative clients worldwide to leverage automation and motion control. By combining innovative software with custom hardware, we deliver complete solutions used in film, manufacturing, and other industries. We operate globally while maintaining strong partnerships with local subcontractors and fabricators, reinforcing both local and international economic impact.

Grant Project Information

Please select your Project Type

Workforce development project

Project Category

Production Expansion

County Business Retention

Please provide a narrative summary of your project

Motorized Precision proposes to expand our workforce to strengthen software development, hardware design, and customer support capacity. With a total project budget of \$200,000 supported by \$100,000 in company reserves and a \$100,000 grant request we will add new full-time hires and expand partnerships with local subcontractors. The project includes hiring new development staff to accelerate MP Studio innovation and additional support staff to better serve our global customer base. It also involves expanding subcontracted work with local partners such as Specialty Metal Fab for fabrication and other Clackamas-based companies that provide branding, manufacturing, and prototyping services. These collaborations ensure that project funds circulate directly into the county economy. By increasing workforce capacity, we will strengthen our ability to launch new products, improve customer support, and expand our market share globally. This project enhances both internal job creation and external spending on local inputs, ensuring a sustainable economic benefit for Clackamas County.

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

Without grant support, our workforce expansion would be delayed, slowing product development and limiting our ability to meet growing customer demand. The grant enables

us to accelerate hiring during a critical stage, ensuring we can capture opportunities in both hardware and software markets. While we have secured \$100,000 in reserves to match the grant, the additional support is essential to scale quickly, retain high-skilled employees, and avoid missed opportunities in an increasingly competitive global robotics industry.

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

- Hire new employees
- Increase production
- Increase production efficiency
- Increase your business' spending on local inputs
- Expand product line / offer additional products
- Increase revenue

Elaborating on your selected outcomes

Motorized Precision's project will create significant local economic impacts in Clackamas County by directly increasing employment, expanding subcontractor engagement, and strengthening the traded-sector economy. With the support of this grant, we will add multiple full-time positions to our development and support teams, including a newly hired support staff member and additional hires focused on software engineering, hardware design, and in-house testing. These roles will provide high-paying, skilled jobs based in Clackamas County, contributing to household income stability and retention of local talent in advanced technology fields. In addition to our internal workforce growth, this project will generate substantial new business for local subcontractors. We regularly collaborate with regional partners such as Specialty Metal Fab and other shops that provide fabrication, branding, and component manufacturing. By expanding our in-house R&D and product pipeline, we will increase orders to these partners, creating ripple effects across multiple small businesses in the county. This multiplier effect means that every dollar invested in Motorized Precision is reinvested into the local economy through subcontracted work, materials, and services. The project also positions Clackamas County as a hub for innovation in robotics, motion control, and automation. By enhancing our ability to release new hardware and software products, we expand exports of locally designed and manufactured technology to national and international customers. This not only brings outside revenue into the county but also strengthens the reputation of Clackamas-based businesses as global leaders in advanced technology. Over the next 12-18 months, we anticipate hiring 2-3 additional full-time employees, increasing subcontractor spending by at least \$30,000, and launching new products that will expand

our international sales footprint. These outcomes collectively ensure that the benefits of this invest

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

12

Please describe your project timeline in more detail

Q1 2026: Finalize new hires and onboard support/development staff. Q2 2026: Expand subcontractor work with local partners; begin new hardware and software R&D. Q3 2026: Prototype testing and initial product rollout. Q4 2026: Launch new software features and hardware offerings; evaluate outcomes.

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

If partial funding is awarded, we would prioritize workforce expansion by focusing on support and development staff hiring. Remaining funds would be directed to subcontractor services and R&D prototyping as resources allow. This ensures we achieve core outcomes of job creation and business growth, even with reduced support.

Attestation

Yes

Name of Attesting Corporate Officer *

Sean Brown

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

INFORMATION					
Business name:	Motorized Precision				
Project type:	Workforce Development Project				
Grant funding request:	\$100,000.00				
Matching funds provided:	\$100,000.00				
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 New Hire Salaries (Support & Dev)	2.00	\$ 75,000.00	Annual salary for new staff	\$ 150,000.00	
2 Subcontractor Services (fabrication, branding, manufacturing)	1.00	\$ 30,000.00	Local subcontractor contracts	\$ 30,000.00	
3 R&D Testing & Hardware Prototyping	1.00	\$ 20,000.00	Prototype builds, local R&D shops	\$ 20,000.00	
TOTAL PROJECT COST				\$ 200,000.00	
<i>Maximum grant funding request for this project:</i>				\$ 100,000.00	

Accounts

[Customize account list](#)

Checking and savings

\$457,463.18

Checking [REDACTED]

\$335,904.81 >

Routing number: [REDACTED]

[Make a transfer](#) >

...

Savings .. [REDACTED]

\$121,558.37 >

Routing number: [REDACTED]

Interest rate: 1.25%

[Make a transfer](#) >

...

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 official web form . 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 th to be considered responsive. Complete submissions include all required supporting documentation in addition to the application. Incomplete applications will not be considered.
Program Contact:	4biz@clackamas.us , (503) 742-4BIZ (4249)
Informational Webinar:	September 16, 2025 at 3:30pm Pacific Time Registration required
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

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. 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. 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 **SNW TEC 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:

SNW Tec, LLC
2515 SE Mailwell Drive
Milwaukie, OR 97222

Tammy Nelson

State of Oregon Business Registry Number:

1818940-99

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-five thousand dollars (\$55,000.00) (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.

- 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 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

SNW TEC, 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)

SNW TEC, 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

SNW TEC, LLC

By: _____
Craig Roberts, Chair

By: **Tammy Nelson** Digitally signed by Tammy Nelson
Date: 2026.02.17 15:01:34 -08'00'

Tammy Nelson, CFO

Dated: _____

Dated: 2/17/26

Approved as to form:

By: 

County Counsel

Dated: March 9, 2026

EXHIBIT A – SCOPE OF WORK

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

Grant Award Information

RECIPIENT:

SNW TEC, LLC
2515 SE Mailwell Drive
Milwaukie, OR 97222

AMOUNT:

\$55,000

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

SNW TEC, LLC DBA Swagelok Northwest is awarded a grant in the amount of \$55,000 to support a Capital project. Project activities and reported outcomes will occur at 2515 SE Mailwell Drive, Milwaukie, OR 97222. Grant Funds will support construction and acquisition of equipment to expand cleanroom capacity. The goal of this project is to increase production.

Project Budget

PROJECT BUDGET					
Line	Item Description	Quantity	Unit Price	Cost Basis	Total
1	Mixed Bed Tanks	1.00	\$ 10,397.00	EA	\$ 10,397.00
2	Transmitter	1.00	\$ 3,632.00		\$ 3,632.00
3	Water Heating System	1.00	\$ 36,717.00	EA	\$ 36,717.00
4	Dryer, Air knife	1.00	\$ 45,961.00	EA	\$ 45,961.00
5	Single Station Wash	1.00	\$ 34,478.00	EA	\$ 34,478.00
6	Resistivity Monitor	1.00	\$ 5,735.00	EA	\$ 5,735.00
7	Particle Counter	1.00	\$ 32,317.00		\$ 32,317.00
8	Softwall CR ISO 5 (Class 100)	1.00	\$ 30,540.00	EA	\$ 30,540.00
9	Gowning Room Add on	1.00	\$ 3,780.00		\$ 3,780.00
10	FFUs to meet ISO6.	1.00	\$ 1,870.00		\$ 1,870.00
11	Construction/Services Estimate - electrical, plumbing, permits, etc.	1.00	\$ 30,000.00	EA	\$ 30,000.00
TOTAL PROJECT COST					\$ 235,427.00
<i>Grant funds:</i>					\$ 55,000.00
<i>Matching funds:</i>					\$ 180,427.00

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

SNW TEC, LLC

Business DBA

Swagelok Northwest

Business Website

nwus.swagelok.com

Oregon Secretary of State ID number

181894009

Incorporation date

2021-07-01

Corporate structure

LLC, single member

North American Industry Classification System (NAICS) code

423840 / 33912

Industry name

Distribution / Fluid system assembly

Primary business address

2515 SE Mailwell Drive Milwaukie, OR 97222

Project location address

2515 SE Mailwell Drive Milwaukie, OR 97222

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

Our business qualifies as a trade sector business because we manufacture and assemble fluid system components that are sold beyond our local market, contributing to the broader economy. As a small assembly plant, we produce specialized fluid handling systems and components used in industries such as manufacturing, semiconductor, energy, and aerospace. Our products are integrated into larger systems and are shipped to

customers across regional, national, and occasionally international markets. This aligns with the trade sector definition, which includes businesses that produce goods or services primarily for use outside the local area, bringing revenue into the region. By focusing on quality, precision, and reliability in our assemblies, we support critical supply chains and help maintain the competitiveness of downstream industries. Our operations generate economic value beyond local consumption, thereby fulfilling the criteria of a trade sector enterprise.

Total project budget

157,000.00

Total grant funds requested

78,500.00

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

Our organization is prepared to match the funds provided by the grant for completion of the project.

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)

Tammy Nelson

Full name of applicant contact

Tammy Nelson

Title of applicant contact

Chief Financial Officer

Email address of applicant contact

tammy.nelson@swagelok.com

Primary phone number of applicant contact

5038497244

Brief summary of the business

Everything we do starts with one belief: reliability keeps people safe. In a world obsessed with disruption, we still believe in precision, quality, and trust; the things that hold communities together. As a woman-owned small business, we live that belief by supplying and building American-made fluid-system components and assemblies that perform flawlessly when it matters most. From our Clackamas County headquarters, we produce specialized assemblies for manufacturing, semiconductor, energy, and aerospace industries. Those systems ship across the region, nation, and beyond—bringing outside revenue back home and proving that local, diverse leadership can have global impact. In addition, we distribute Swagelok products throughout the Pacific Northwest, providing safety and quality to all industries. We believe in providing the Value of Certainty in all that we do.

Grant Project Information

Please select your Project Type

Capital project

Project Category

Production Expansion

Please provide a narrative summary of your project

To meet growing customer demand and expand into higher-specification markets, we are increasing the capacity of our cleanroom operations. This investment will enable us to assemble fluid system components in a controlled environment that meets the stringent cleanliness and quality standards required by industries such as semiconductor manufacturing, aerospace, and biotechnology. The expanded cleanroom capacity will enhance product reliability, support new business opportunities, and strengthen our competitive position. It will also create a range of skilled positions—including technicians, engineers, and quality specialists—supporting both local employment and workforce development within our facility.

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

Our business recently relocated to a new facility in Clackamas County to better serve our customers and support long-term growth. This location brings us closer to our customers and to a more diverse workforce. The move required a significant investment in remodeling and upgrading the space to meet operational needs, comply with safety standards, and enhance accessibility. These necessary improvements have temporarily limited our

available capital for completing the next phase of our project which includes expanding our cleanroom capabilities to continue our growth in the semiconductor and aerospace industries.. Grant funding would help us bridge this financial gap, allowing us to complete the project on schedule and fully realize the benefits of our new location. This investment will strengthen our capacity to increase our capabilities and grow technical positions within the organization, ensuring the long-term sustainability of our business and its positive impact on the community.

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

Increase production

Elaborating on your selected outcomes

Our project is expected to generate significant local economic benefits through both direct employment and indirect business growth. During the implementation phase, we anticipate hiring local tradespeople and sourcing as many materials from regional suppliers as possible. Beyond construction, the project will create at least 3 new permanent positions and expand opportunities for local service providers. Overall, our strategic plan calls for a growth plan of double revenue at 2032. With a current labor force of 75 we expect an increase of 20-25 associates along this journey. In addition, we have seen many of our current associates relocate to the area, driving more economy into Clackamas County. In the longer term, the project will strengthen the region's creative and innovation ecosystem by offering shared resources for small businesses and freelancers, fostering collaboration, and attracting new investment to the area. This will contribute to a more resilient, diversified local economy.

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

6

Please describe your project timeline in more detail

Our project would require some simple construction within our current facility. This will include some simple electrical, piping and pieces. Our engineering team has full plan documents available. In addition, we would need to order the equipment through our consulting team of experts in the cleanroom industry. Installation would be overseen by the consulting team and our team of engineers. Start up and testing would then be completed along with our certification and training of associates. We currently have process and procedures in place for safety and quality. These would be reviewed and updated as the construction and installation is taking place.

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

Ordering of equipment would be our first priority, as there could be lead time issues. We would also work to hire appropriate contractors and obtain appropriate approvals and permits. It is estimated that once we have the equipment we would be able to meet all timelines that are set.

Attestation

Yes

Name of Attesting Corporate Officer *

Tammy Nelson

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

INFORMATION					
Business name:	SNW Tec, LLC dba Swagelok Northwest				
Project type:	Capital Project				
Grant funding request:	\$78,500.00				
Matching funds provided:	\$78,500.00				
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	Mixed Bed Tanks	1.00	\$ 20,327.00		\$ 20,327.00
2	Water Heating System	1.00	\$ 59,304.00		\$ 59,304.00
3	N2 Heating System	1.00	\$ 5,843.00		\$ 5,843.00
4	Hot DI Water Rinse Station	1.00	\$ 5,500.00		\$ 5,500.00
5	Bulk N2 System 6 Pack	1.00	\$ 526.00		\$ 526.00
6	Softwall CR ISO 5 (Class 100)	1.00	\$ 18,500.00		\$ 18,500.00
7	Construction Services	1.00	\$ 47,000.00		\$ 47,000.00
TOTAL PROJECT COST					\$ 157,000.00
<i>Maximum grant funding request for this project:</i>					\$ 78,500.00



AUTOSCH 5-DIGIT 97222 55 PSS 155639AAD2-A-1
12507 3 AV 0-588



Customer Service:
1-866-486-7782

SNW TEC LLC
D B A SWAGELOK
2515 SE MAILWELL DR
MILWAUKIE OR 97222-7329



Last statement: June 30, 2025
This statement: September 30, 2025

CERTIFICATE OF DEPOSIT

Account number	[REDACTED]
Total principal	\$250,000.00
Total current balance	\$255,227.33
Total interest year to date	\$5,227.33
Deposit number	0000000001
Principal	\$250,000.00
Current balance	\$255,227.33
Original deposit amount	\$0.00
Original deposit date	03-10-25
Rate	[REDACTED]
Term	[REDACTED]
Last renewed	00-00-00
Next maturity date	10-10-25
Interest year to date	\$5,227.33

Other Deposits/ Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
07-31	Interest Credit #1	792.48
08-31	Interest Credit #1	794.97
09-30	Interest Credit #1	771.73
Total Other Deposits/ Additions		\$2,359.18

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 official web form . 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 th to be considered responsive. Complete submissions include all required supporting documentation in addition to the application. Incomplete applications will not be considered.
Program Contact:	4biz@clackamas.us , (503) 742-4BIZ (4249)
Informational Webinar:	September 16, 2025 at 3:30pm Pacific Time Registration required
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

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. 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. 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 **Manny's Choice Inc.**, 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:


Cynthia Anderson

Cynthia Anderson, Founder & CEO
408 Beaver Creek Rd, Ste 417
Oregon City, OR 97045

State of Oregon Business Registry Number:

140958190

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 thirteen thousand and five hundred dollars (\$13,500.00) (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.

MANNY'S CHOICE INC

Grant Agreement – Business Development Grant Program FY25/26

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- 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

MANNY'S CHOICE INC

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- 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.

MANNY'S CHOICE INC

Grant Agreement – Business Development Grant Program FY25/26

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- 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

MANNY'S CHOICE INC

Grant Agreement – Business Development Grant Program FY25/26

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- 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)

MANNY'S CHOICE INC

Grant Agreement – Business Development Grant Program FY25/26

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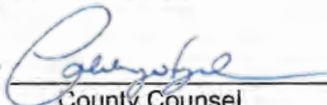
IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers.

CLACKAMAS COUNTY

By: _____
Craig Roberts, Chair

Dated: _____

Approved as to form:

By:  _____
County Counsel

Dated: March 6, 2026

MANNY'S CHOICE INC

By:  _____
Cynthia Anderson, Founder/CEO

Dated: 2/19/26

EXHIBIT A – SCOPE OF WORK

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

Grant Award Information

RECIPIENT:

Manny's Choice Inc
408 Beaver Creek Rd, Ste 417
Oregon City, OR 97045

AMOUNT:

\$13,500

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

Manny's Choice Inc is awarded a grant in the amount of \$13,500 to support a Capital project. Project activities and reported outcomes will occur at 408 Beaver Creek Rd, Oregon City, OR, 97045. Grant Funds will support the purchase and installation of new production equipment and creation of new product designs. The goals of this project 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	Weigh/Fill System	1	\$ 900.00	Each	\$ 900.00
2	Production Assistant	9	\$ 400.00	Hour	\$ 3,600.00
3	Ingredients	5	\$ 1,300.00	Each	\$ 6,500.00
4	New Product Designs	38	\$ 100.00	Hour	\$ 3,800.00
5	New Product Plates and Packaging	5	\$ 2,000.00	Each	\$ 10,000.00
6	Marketing and Demo Employee	10	\$ 300.00	Each	\$ 3,000.00
TOTAL PROJECT COST					\$ 27,800.00
Grant funds:					\$ 13,500.00
Matching funds:					\$ 14,300.00

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

Manny's Choice, LLC

Business DBA

Manny's Choice

Business Website

<https://mannyschoiceflour.com/>

Oregon Secretary of State ID number

140958190

Incorporation date

2018-07-01

Corporate structure

LLC, single member

North American Industry Classification System (NAICS) code

311824

Industry name

Dry mixes from flour

Primary business address

408 Beaver creek Rd, Ste 417, Oregon City, OR 97045

Project location address

408 Beaver creek Rd, Ste 417, Oregon City, OR 97045

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

Manny's Choice, LLC qualifies as a traded-sector business because it produces and packages proprietary baking mixes and European flour products in Clackamas County for sale across the United States. Our products are distributed through regional retail stores, wholesale accounts, and national online channels such as Amazon, bringing new revenue into the county's economy. By manufacturing and branding products locally while

exporting them beyond county and state borders, Manny's Choice generates traded-sector economic activity, supports local jobs, and contributes to Clackamas County's long-term business growth and competitiveness.

Total project budget

46,000

Total grant funds requested

23,000

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

Savings (Money Market) and company funds

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)

Cindy (Cynthia) Anderson

Full name of applicant contact

Cynthia Anderson

Title of applicant contact

Owner

Email address of applicant contact

cindy@mannyschoice.com

Primary phone number of applicant contact

5412313185

Brief summary of the business

Manny's Choice, LLC is a specialty food manufacturer based in Clackamas County, producing premium baking mixes and imported European flour under the trademark The Good Gluten®. Founded by Cindy Anderson, the company is dedicated to offering clean,

high-quality ingredients that allow consumers to enjoy delicious baked goods without discomfort. All products—ranging from pancake and waffle mixes to artisan bread and cookie blends—are formulated and packaged locally, using 100% European flour known for its purity and digestibility. Manny's Choice currently distributes through retail stores, online platforms, and wholesale partners, reaching customers nationwide. The company's mission is to grow production capacity and expand its reach as the only U.S. brand making baking mixes with imported European flour and clean ingredients, supporting local manufacturing jobs while exporting Oregon-made goods to markets across the country.

Grant Project Information

Please select your Project Type

Capital project

Project Category

Physical Expansion

Production Expansion

County Business Retention

Please provide a narrative summary of your project

Manny's Choice, LLC is seeking funding to expand its production capacity and operational efficiency to meet the growing demand for our premium European flour and clean-ingredient baking mixes, branded as The Good Gluten®. Over the past year, we have experienced a substantial increase in sales and retail partnerships, highlighting the need for greater automation, improved packaging systems, and additional team members to support continued growth. To achieve this, our project will include the purchase and installation of a new automated Weigh/Fill System, which will significantly increase our packaging speed, improve accuracy, and reduce production time and waste. We will also invest in miscellaneous production equipment needed to streamline the workflow, enhance product consistency, and maintain the highest quality standards. As part of our expansion, we plan to hire a Production Assistant to support the increased output and a Marketing and Demo Employee to expand community engagement, in-store demonstrations, and sales visibility. These new hires will not only strengthen our operations but also create local employment opportunities within Clackamas County. In addition, funding will support new product designs, plates, and packaging for upcoming product lines, ensuring that our branding and presentation align with our premium market position and help us expand into new retail stores and increase sales and profit for online

markets. Through these strategic investments, Manny's Choice will enhance production efficiency, increase output capacity, and strengthen market presence, supporting long-term growth and contributing to the local economy.

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

Manny's Choice, LLC has reached a critical stage of growth where customer demand is exceeding our current production capacity. Our clean-ingredient, European-style flour and baking mixes have gained strong traction in retail stores, online platforms, and farmers markets throughout Oregon. However, our small-scale manual production process limits the number of units we can produce and package efficiently, creating a bottleneck that restricts sales growth and the ability to meet increasing wholesale and distribution requests. Grant funding is essential to help us transition from a semi-manual operation to a more automated production process. The addition of a Weigh/Fill System and other production equipment will allow us to increase output, improve consistency, and reduce labor time per unit. Without this investment, our current capacity constraints will continue to limit our ability to scale and fulfill larger retail orders. In addition, funding support will enable us to hire key employees, including a Production Assistant to manage the increased production volume and a Marketing and Demo Employee to strengthen brand awareness and sales through in-store demos and local events. These positions are critical to sustaining growth, improving operational efficiency, and creating new jobs within Clackamas County. As a small, woman-owned business reinvesting profits directly back into operations, access to this grant will allow Manny's Choice to expand responsibly, increase production capabilities, and meet the growing consumer demand for our premium European flour and baking mixes made with The Good Gluten®.

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

- 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

Elaborating on your selected outcomes

The proposed project will have a direct and measurable positive impact on Clackamas County's economy through job creation, local spending, and increased production capacity. By purchasing a new automated Weigh/Fill System and additional production equipment, Manny's Choice will significantly expand its ability to manufacture and package baking mixes locally. This investment will enable the company to increase production volume by over 50%, reduce manual labor strain, and improve efficiency to meet growing wholesale and national demand. To support this expansion, Manny's Choice will create a new Production Assistant position and a Marketing and Demo Employee to manage outreach and in-store promotions across Oregon retailers. These new roles provide living-wage employment opportunities and professional skill development within the county. The company's growth also benefits local suppliers and service providers. Manny's Choice sources packaging, printing, and logistics support from Oregon-based vendors, strengthening the regional supply chain. As production scales, increased ingredient purchasing, packaging orders, and transportation needs will generate additional economic activity for local businesses. Over the next 6-18 months, this project is expected to:

- Increase local employment and training opportunities
- Drive higher sales revenue and business tax contributions within Clackamas County
- Enhance the county's traded-sector output by exporting Oregon-made products nationwide
- Reinforce the region's reputation for high-quality food manufacturing and innovation

Through this investment, Manny's Choice will continue building a sustainable and expanding local manufacturing base while contributing to the broader economic vitality of Clackamas County.

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

9

Please describe your project timeline in more detail

Project Start Date: March 2026; Estimated Completion: November 2026

March - April 2026: Finalize purchase orders for the new automated Weigh/Fill System, production equipment, and necessary production tools. Begin minor facility adjustments and electrical work to prepare for installation. Coordinate with equipment suppliers to schedule delivery and setup.

April - May 2026: Receive and install new production machinery. Conduct equipment calibration and staff training to ensure safe and efficient operation. Hire and onboard a new Production Assistant to support the increased production volume and maintain workflow continuity.

May - June 2026: Begin expanded production runs utilizing the automated system. Launch testing and production of new product designs and packaging. Hire a Marketing and Demo Employee to manage in-store demos, retail events, and promotional campaigns to support expanded product

distribution. June to November 2026: Reach full production capacity with the new equipment

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

If awarded partial funding, Manny's Choice will prioritize purchasing and installing the automated Weigh/Fill System, which is essential to expanding production capacity and improving efficiency. This equipment will allow us to increase output, reduce manual labor, and meet growing wholesale and retail demand. With limited funds, we would focus on hiring one new Production Assistant rather than both planned positions and delay introducing some new or revised products until additional resources become available. Prioritizing the equipment ensures immediate operational impact, positions the business for revenue growth, and enables us to reinvest future earnings to complete the remaining project goals, including new product launches and the second employee hire.

Attestation

Yes

Name of Attesting Corporate Officer *

Cynthia Anderson

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

INFORMATION					
Business name:	Manny's Choice, LLC				
Project type:	Capital Project				
Grant funding request:	\$23,000.00				
Matching funds provided:	\$23,000.00				
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 Weigh/Fill System	1.00	\$ 9,000.00	Each	\$ 9,000.00	
2 Production Assistant	25.00	\$ 400.00	Hour	\$ 10,000.00	
3 Miscellaneous Equipment for production	1.00	\$ 3,500.00	Each	\$ 3,500.00	
4 New Product Designs	20.00	\$ 100.00	Hour	\$ 2,000.00	
5 New Product Plates and Packaging	5.00	\$ 2,500.00	Each	\$ 12,500.00	
6 Marketing and Demo Employee	30.00	\$ 300.00	Each	\$ 9,000.00	
7				\$ -	
8				\$ -	
9				\$ -	
10				\$ -	
11				\$ -	
12				\$ -	
13				\$ -	
14				\$ -	

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

15					\$	-
16					\$	-
17					\$	-
18					\$	-
19					\$	-
20					\$	-
TOTAL PROJECT COST					\$	46,000.00
<i>Maximum grant funding request for this project:</i>					\$	23,000.00



August 31, 2025

Page: 1 of 4

Customer Service:
1-866-486-7782

MANNY'S CHOICE, LLC
11758 HAZELNUT AVE
OREGON CITY OR 97045-6845

Last statement: July 31, 2025
This statement: August 31, 2025

COMMUNITY BUSINESS CHECKING

Account number	[REDACTED]	Beginning balance	\$1,306.48
Low balance	\$363.44	Deposits/Additions	\$17,792.77
Average balance	\$3,029.52	Withdrawals/Subtractions	\$14,698.49
Interest earned	\$0.00	Ending balance	\$4,491.06

Other Deposits/ Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
08-01	Credit Final Credit Dsp 2 [REDACTED]	8.91
08-11	Mobile Deposit	407.05
08-11	Mobile Deposit	288.00
08-26	Mobile Deposit	667.14
08-26	Mobile Deposit	588.00
Total Other Deposits/ Additions		\$1,959.10

ACH and Electronic Payments/Subtractions

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
08-01	ACH Debit Navy Federal Cre Bill Paymt [REDACTED]	350.00
08-04	ACH Debit Portland General Bill Paymt [REDACTED]	63.32
08-04	ACH Debit Navy Federal Cre Bill Paymt [REDACTED]	250.00
08-06	ACH Debit Hanson Vaughan, Bill Paymt [REDACTED]	300.29
08-08	ACH Debit Us Bank/Elan Fin Bill Paymt [REDACTED]	100.00
08-08	ACH Debit Us Bank/Elan Fin Bill Paymt [REDACTED]	400.00
08-11	ACH Debit Uline - Payexbgn Bill Paymt [REDACTED]	745.22
08-11	ACH Debit Usaa Credit Card Bill Paymt [REDACTED]	1,170.00
08-12	ACH Debit Usaa Insurance - Bill Paymt [REDACTED]	199.14
08-19	ACH Debit Tepco Premium Inspremium [REDACTED]	88.12
08-21	ACH Debit Citibank Bill Paymt [REDACTED]	250.00
08-22	ACH Debit Citibank Bill Paymt [REDACTED]	670.00
08-22	ACH Debit Focus Commercial Bill Paymt [REDACTED]	1,585.00
08-22	ACH Debit Chefwarehousewe Purchase Mannys Choice [REDACTED]	2,394.50
08-29	ACH Debit Portland General Bill Paymt [REDACTED]	79.08
08-29	ACH Debit Navy Federal Cre Bill Paymt [REDACTED]	350.00

Good Afternoon, CYNTHIA ANDERSON

THRIVE MONEY MARKET 3607 [?]

Last Updated: October 13, 2025 2:06 PM

\$19,125.51

\$19,125.51

Ledger Balance [?]

Available Balance [?]

Transactions

Details & Settings

DETAILS

Available Balance

\$19,125.51

Ledger Balance

\$19,125.51

Average Balance

\$11,211.00

Interest Rate

2.470%

Accrued Interest

\$9.24

Account Number

Routing Number

SETTINGS

Online Display Name

THRIVE MONEY MARKET



Visibility on Home [?]



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 official web form . 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 th to be considered responsive. Complete submissions include all required supporting documentation in addition to the application. Incomplete applications will not be considered.
Program Contact:	4biz@clackamas.us, (503) 742-4BIZ (4249)
Informational Webinar:	September 16, 2025 at 3:30pm Pacific Time Registration required
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

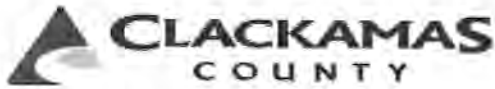
You may be disqualified from this program if the County finds you are out of compliance with any applicable business codes or owe back taxes without an approved payment plan.

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

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. 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. 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 **Whispering Lavender Farm 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:

State of Oregon Business Registry Number:

2016950-95

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 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 six thousand and three hundred dollars (\$6,300.00) (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.

WHISPERING LAVENDER FARM LLC

Grant Agreement – Business Development Grant Program FY25/26

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- 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.

WHISPERING LAVENDER FARM LLC

Grant Agreement – Business Development Grant Program FY25/26

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- 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

WHISPERING LAVENDER FARM LLC

Grant Agreement – Business Development Grant Program FY25/26

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- 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)

WHISPERING LAVENDER FARM 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

WHISPERING LAVENDER FARM LLC


By: _____
Craig Roberts, Chair

By:  _____
Wendy Finch, Owner

Dated: _____

Dated: _____

Approved as to form:

By:  _____
County Counsel

Dated: March 6, 2026

EXHIBIT A – SCOPE OF WORK

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

Grant Award Information

RECIPIENT:

Whispering Lavender Farm, LLC
14617 S Leland Road
Oregon City, OR 97045

AMOUNT:

\$6,300

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

Whispering Lavender Farm, LLC is awarded a grant in the amount of \$6,300 to support a Capital project. Project activities and reported outcomes will occur at 14617 S Leland Rd, Oregon City, OR 97045. Grant Funds will support buildout of e-commerce capabilities for the business. The goals of this project are to:

- Hire new employees
- Increase production efficiency
- 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	Professional Services: build of Shopify site, photo and content creation, staff training related to Shopify site, initial testing/improvements and site maintenance.	1.00	\$ 6,600.00	One-time	\$ 6,600.00
2	Professional Services: Email automation setup, paid digital advertising, and marketing consultant for launch campaign.	12.00	\$ 200.00	monthly	\$ 2,400.00
3	Shopify annual plan, key plugins (inventory, subscriptions, reviews, loyalty, analytics dashboards, etc.)	12.00	\$ 50.00	monthly	\$ 600.00
4	New branded packaging, labels, inserts, and shipping supplies for direct-to-consumer sales.	1.00	\$ 2,000.00	one-time	\$ 2,000.00
5	Shelving, shipping station setup, label printer, shipping scale, storage bins, and integration with ShipStation or similar app.	1.00	\$ 1,000.00	one-time	\$ 1,000.00
TOTAL PROJECT COST					\$12,600.00
<i>Grant funds:</i>					\$ 6,300.00
<i>Matching funds:</i>					\$ 6,300.00

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

Whispering Lavender Farm, LLC

Business DBA

N/A

Business Website

www.whisperinglavenderfarm.com

Oregon Secretary of State ID number

2016950-95

Incorporation date

2022-09-16

Corporate structure

LLC, single member

North American Industry Classification System (NAICS) code

325613

Industry name

Surface Active Agent Manufacturing (Essential Oil / Aromatherapy Production)

Primary business address

14617 S Leland Rd, Oregon City, Or 97045

Project location address

14617 S Leland Rd, Oregon City, Or 97045

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

Whispering Lavender Farm manufactures natural bath, body, and home products under NAICS Code 325613, utilizing lavender grown on-site and sourced locally. Our products—such as soaps, sprays, and skincare items—are produced in Clackamas County and sold to customers beyond the local market through online channels, regional retailers, and event partnerships. By expanding our e-commerce operations, we will

increase sales to consumers across Oregon and throughout the U.S., meeting the County's definition of a traded-sector business: producing goods locally and exporting them to markets outside Clackamas County. Our products compete in regional and national markets with other small-batch wellness and home fragrance manufacturers, directly contributing to traded-sector economic growth within Clackamas County.

Total project budget

15000.00

Total grant funds requested

7500.00

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

Any or a combination of the following: 2025 Farm profits, savings, or personal IRA account.

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)

Wendy L. Finch

Full name of applicant contact

Wendy Finch

Title of applicant contact

Owner

Email address of applicant contact

wendy@whisperinglavenderfarm.com

Primary phone number of applicant contact

503-789-3370

Brief summary of the business

Whispering Lavender Farm is a woman-owned agricultural and manufacturing business located in Clackamas County, Oregon. Established to share the beauty and versatility of lavender, the farm produces high-quality bath, body, and home products using lavender grown on-site and sourced from local partners. Our offerings include handmade soaps, linen sprays, essential oil blends, candles, culinary lavender, and other similar products sold through farm events and online. We are dedicated to sustainable farming practices, local sourcing, and value-added production that brings the benefits of Oregon lavender to broader markets. Whispering Lavender Farm combines the charm of agritourism with the innovation of modern e-commerce, contributing to Clackamas County's traded-sector economy through the manufacture and distribution of locally made lavender products to customers across the Pacific Northwest and beyond.

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

Whispering Lavender Farm is a Clackamas County-based producer of lavender and value-added goods. Over the past several years, our products have gained popularity among local and regional customers; however, our online presence is limited to "pay online and pick up at the farm." This project will transform our business into a traded-sector operation capable of selling and shipping nationwide by building a comprehensive Shopify-based e-commerce platform, establishing fulfillment systems, and launching digital marketing infrastructure. The new Shopify site will include a professional design, full product catalog, automated tax and shipping calculations, inventory management, and integrations with fulfillment tools. We will also invest in product photography, copywriting, and packaging systems to ensure a professional retail experience that reflects the quality of our Oregon-grown lavender goods. A part-time e-commerce consultant and digital marketing specialist will be engaged to build and train our team in maintaining the platform, optimizing SEO, and running targeted campaigns. This investment will enable Whispering Lavender Farm to expand its reach far beyond Clackamas County, converting our strong local brand into a national e-commerce business. The project supports the program's goals by using capital investment in technology to expand traded-sector sales, strengthen local

operations, and retain jobs in Clackamas County. By launching a scalable online storefront, we will unlock new revenue streams, create new year-round employment, and ensure the long-term growth and stability of our farm.

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

Developing a professional e-commerce operation has been part of Whispering Lavender Farm's business plan for the past two years, but resource limitations have delayed implementation. Building a secure, high-performance Shopify site and fulfillment system requires specialized expertise and upfront capital that exceed our current cash flow capacity. Our existing website supports only local pickups, leaving substantial untapped demand for shipped orders and wholesale inquiries we currently cannot fulfill.

Transitioning to a true online sales model involves multiple components - site design and integration, high-quality product media, automated fulfillment systems, and digital marketing infrastructure. Each is essential to scaling effectively, but collectively they require significant investment before revenue can grow. Without the County's Business Development Grant, we would need to build this infrastructure slowly over several years, missing the immediate market opportunity for online sales of Oregon lavender and handmade wellness products. Grant funding will enable us to implement the full system at once - accelerating growth, hiring, and regional impact. This investment directly supports traded-sector expansion by converting a primarily local retail business into one serving national and international customers. The project will also increase operational efficiency, create new jobs, and provide year-round revenue stability for Whispering Lavender Farm, ensuring the long-term retention of our operations within Clackamas County.

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

- Hire new employees
- Increase production efficiency
- Increase your business' spending on local inputs
- Expand product line / offer additional products
- Increase revenue

Elaborating on your selected outcomes

The primary outcomes of this project will be measurable growth in revenue, operational efficiency, and local economic activity. Whispering Lavender Farm will hire at least one permanent part-time employee to support e-commerce fulfillment, inventory management, and marketing, creating year-round employment within Clackamas County. By implementing automated systems through Shopify and fulfillment software, we will

increase production efficiency by streamlining order processing, reducing administrative workload, and improving customer turnaround time. The project will also expand our product line to include new gift bundles, subscription boxes, and culinary lavender products tailored for online sales. With improved systems and marketing infrastructure, we anticipate a 23% increase in online revenue within the first year post-launch and 45% by 2027. Local spending will increase through contracting with Oregon-based service providers for photography, packaging, printing, and digital marketing. These partnerships strengthen the regional value chain while keeping business expenditures within the community. Overall, this project transforms Whispering Lavender Farm from a locally focused enterprise into a scalable traded-sector manufacturer, selling Oregon-made lavender products nationwide. The resulting efficiency gains, new employment, and expanded sales directly align with the County's objectives for business growth, retention, and traded-sector competitiveness.

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

12

Please describe your project timeline in more detail

Spring 2026 (Grant disbursement): Finalize vendor contracts, begin Shopify development, complete product photography and copywriting. May 2026: Integrate payment, shipping, tax, and inventory systems; test order workflow. June 2026: Official e-commerce launch; initiate email and social marketing campaigns. Summer-Winter 2026: Monitor KPIs, fulfill national orders, evaluate performance, and expand advertising. Spring 2027: Review first full year of e-commerce results and refine marketing strategy for continued growth. Full implementation within 6-12 months of award execution.

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

If awarded partial funding, Whispering Lavender Farm will prioritize the foundational elements necessary to launch a functional, revenue-generating e-commerce platform. The first priority will be the Shopify website build and integrations, including payment, shipping, and inventory systems, to establish a professional online storefront. The second priority will be essential content creation-product photography and copywriting-to ensure the site effectively converts visitors into customers. If funds remain, we will scale marketing and advertising efforts proportionally. Each phase of the project is modular, allowing us to implement core infrastructure first, then build additional features as resources allow. Matching funds are secured, and this approach ensures a successful e-commerce launch and measurable traded-sector growth even with partial grant support.

Attestation

Yes

Name of Attesting Corporate Officer *

Wendy L. Finch

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

INFORMATION					
Business name:	Whispering Lavender Farm, LLC				
Project type:	Capital Project				
Grant funding request:	\$6,300.00				
Matching funds provided:	\$6,300.00				
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	Professional Services: build of Shopify site including theme customization, navigation, product catalog, tax/shipping setup, SEO optimization, and analytics configuration.	1.00	\$ 4,000.00	One-time	\$ 4,000.00
2	Professional Services: photo sessions (product + lifestyle), content creation for listings and brand storytelling.	1.00	\$ 2,000.00	One-time	\$ 2,000.00
3	Professional Services: Email automation setup (Klaviyo or Shopify Email), paid digital advertising (Meta/Google), and marketing consultant for launch campaign.	12.00	\$ 200.00	monthly	\$ 2,400.00
4	Short-term contract for Shopify expert to manage build, integrations, staff training, and initial maintenance.	6.00	\$ 100.00	monthly	\$ 600.00
5	Shopify annual plan, key plugins (inventory, subscriptions, reviews, loyalty, analytics dashboards).	12.00	\$ 50.00	monthly	\$ 600.00
6	New branded packaging, labels, inserts, and shipping supplies for direct-to-consumer sales.	1.00	\$ 2,000.00	one-time	\$ 2,000.00
7	Shelving, shipping station setup, label printer, shipping scale, storage bins, and integration with ShipStation or similar app.	1.00	\$ 1,000.00	one-time	\$ 1,000.00
TOTAL PROJECT COST					\$ 12,600.00
<i>Maximum grant funding request for this project:</i>					\$ 6,300.00



Envelope # BSGMSHBBCDXQW

WENDY FINCH
14617 LELAND ROAD
OREGON CITY OR 97045-9128

Your Portfolio Value: **\$183,133.75**

Portfolio Change from Last Period: ▲ \$183,133.75

	This Period	Year-to-Date
Beginning Portfolio Value ^Z	-	-
Additions	366,038.16	366,038.16
Subtractions	-183,019.08	-183,019.08
Change in Investment Value [*]	114.67	114.67
Ending Portfolio Value ^{**}	\$183,133.75	\$183,133.75
Accrued Interest (AI)	-	
Ending Portfolio Value incl. AI	\$183,133.75	

Contact Information

Online	Fidelity.com/managed
FAST®-Automated Telephone	(800) 544-5555
Advisory Services	(800) 544-3455
8am - 7pm ET, Mon - Fri	

- * Reflects appreciation or depreciation of your holdings due to price changes, transactions from Other Activity In or Out and Multi-currency transactions, plus any distribution and income earned during the statement period.
- ** Excludes unpriced securities.
- Z If you added or removed an account to your statement-reporting household during this period, the Beginning Portfolio Value and Change from Last Period are based off the accounts that were in the statement household as of the end of the last period and thus may not accurately reflect the updated statement household.



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 official web form . 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 th to be considered responsive. Complete submissions include all required supporting documentation in addition to the application. Incomplete applications will not be considered.
Program Contact:	4biz@clackamas.us , (503) 742-4BIZ (4249)
Informational Webinar:	September 16, 2025 at 3:30pm Pacific Time Registration required
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

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. 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. 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.