



Notice of Funding Opportunity (NOFO)

Clackamas County Office of Economic Development

Business Development Grant Program

Program Description

Traded sector businesses—those producing or manufacturing goods in Clackamas County and selling or exporting those goods outside the county—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. If approved, this funding is available annually and will be provided for either capital investments or workforce development projects and must be matched 100% or more by the awardee.

Award Information

Funding Source: State lottery dollars

Funding Amount: Individual Award Maximum \$100,000 (awards may be less); \$600,000 total funding 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 2027), 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 17, 2026 at 9am Pacific Time – October 22, 2026 at 5pm Pacific Time. Complete submissions, including all required documents, must be received by 5pm on October 22nd to be considered responsive. Complete submissions include all required supporting documentation in addition to the application. Incomplete applications will not be considered.

Program Contact: 4biz@clackamas.us, (503) 742-4BIZ (4249)

Match Requirement: 100% or more

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 a 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
- A separate, already awarded grant

Proof of match must show that your matching funds are both secured and available. Proof of matching funds documentation may include:

- A signed letter from your bank stating that the business or documented business owner has sufficient funds available. Bank letters must be written on bank letterhead, signed, and include contact information.
- A copy of the summary page of a recent bank statement showing sufficient available funds. Bank statement must include the bank letterhead, a sufficient current account balance, and the name of the business or documented business owner as the account holder. Do not include full transaction lists, check images, or full bank account numbers.
- A screenshot of a current banking dashboard showing sufficient available funds. Banking dashboard must include the bank letterhead, a sufficient current account balance, and the name of the business or documented business owner as the account holder. Do not include full transaction lists, check images, or full bank account numbers.
- A valid loan commitment or prequalification letter from a financial institution. Loan commitment letter must be written on the bank letterhead, show that the business or documented business owner is the party qualified for the loan, show a sufficient loan amount, show that the loan can be accessed during the project period, and show that the loan funds are not restricted from being used for this project (e.g. a



residential home mortgage prequalification letter would not be sufficient, as those funds could not be used for an allowable project cost).

- A current grant agreement or grant award letter. Grant agreement or award letter must include contact information for verification. Grant agreement or award letter must show that the grant funds are awarded directly to the business, grant funds are currently accessible or will be accessible during the project period, and grant funds are allowed to be used for the project (this could be for specific line items in your project budget or the project generally).
- A commitment letter from a private investor, with documentation of funds. Should your source of matching funds be from a private investor, you must provide BOTH:
 - a signed commitment letter from the investor, including legal name and contact information of the investor, stating that the business is the recipient of the funding, stating the amount of funding committed, and clarifying that the funding may be used (or is specifically designated) for the project, AND
 - proof that the investor has access to the amount of funding committed, such as a bank letter or banking dashboard meeting the criteria described above.

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 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. Apply with the official name of your business as registered with the Oregon Secretary of State. Non-business entities such as non-profit and governmental organizations are not eligible for funding under this program.

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. No costs incurred for listed projects may be reimbursable if incurred prior to the execution of the grant agreement.

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 documentation (up to 5 pages) 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 (5%), Need for Funding (20%), Economic Impact (60%), and Project Feasibility (15%). The review committee will recommend projects to the Board of County Commissioners (BCC) for funding and, if application volume allows, 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 2026, with recommendations for funding and the alternates list made to the BCC by January/February 2027. 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 are expected to respond in a timely fashion to achieve County funding deadlines.

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.

Translation

Free language assistance is available for this document. Contact 4biz@clackamas.us

Hay asistencia de idiomas disponible para este documento. Contacto 4biz@clackamas.us

Для ознакомления с этим документом доступны бесплатные услуги перевода. Свяжитесь с нами: 4biz@clackamas.us

Для ознайомлення із цим документом доступні безплатні послуги перекладача. Зв'яжіться з нами: 4biz@clackamas.us

本文件可提供免费的语言协助服务。如需帮助，请联系 4biz@clackamas.us。

Chúng tôi cung cấp hỗ trợ ngôn ngữ miễn phí cho tài liệu này. Liên hệ 4biz@clackamas.us



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 2027. 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