

Regional Infrastructure Fund Application



Deadline: Monday, April 30, 2018, 5:00 pm

For fields to work, first download or save the form to your computer, then open the form.

A. Applicant

Organization Name

Organization Type

(Identify the ORS under which entity is formed if applicant is an entity other than city or county, such as special district, authority, association, etc.)

Street Address

Mailing Address

Office Phone

Web URL

DUNS Number

Federal Tax ID Number

B. Project Contact

Name

Title

Phone

Email

Cell Phone

C. Final Beneficiary/Recipient

If final beneficiary/recipient is not same as applicant, complete this section.

Organization Name

Street Address

Mailing Address

Office Phone

Web URL

Contact Name

Contact Title

Contact Phone

Contact Email

D. Project Overview

Project Name (10 words or less)

Project Location (indicate physical address including city and county)

Project Category (if construction project, see Attachment A & B requirements in Section L list of attachments)

Planning

Design only

Construction only

Design & Construction

Other (describe)

Project Region & Priorities

View [All Regions—Advisory Committees, Teams, Priorities](#) document to see each region's priorities.

If project serves more than one region, select the region that will contain a majority of the project. Select one region, then on page 3 select all applicable **Regional Solutions Priority or Priorities** addressed by project outcomes:

North Coast (Clatsop, Columbia, Tillamook, and western Washington counties)

Mid-Valley (Marion, Polk, and Yamhill counties)

South Valley/Mid Coast (Benton, Lane, Lincoln, and Linn counties)

South Coast—Umpqua (Coos, Curry, and Douglas counties)

Southern (Jackson and Josephine counties)

Metro (Clackamas, Multnomah, and Washington counties)

North Central (Hood River, Sherman, and Wasco Counties)

Central (Crook, Deschutes, and Jefferson counties)

South Central (Klamath and Lake counties)

Greater Eastern (Gilliam, Grant, Harney, Malheur, Morrow, Umatilla, and Wheeler counties)

Northeast (Baker, Union, and Wallowa counties)

1. Please indicate if the project is **consistent with Business Oregon's strategic plan priorities** listed below. See [Business Oregon's Five Year Strategic Plan](#) to see the agency's priorities.

Innovate Oregon's Economy

Grow Small- and Middle-market Companies

Cultivate Rural Economic Stability

Advance Economic Opportunity for Underrepresented People

Ensure an Inclusive, Transparent, and Fiscally Healthy Agency

2. Identify the **Sustainable Community Objectives** addressed by the project.

Sustainable community objectives were adopted by the Oregon State Legislature as part of the Oregon Revised Statutes in the 2001 Legislative Session. Regional Solutions Teams use them as a guide in leveraging investments and achieving multiple project objectives.

Economy

A resilient economy that provides a diversity of good economic opportunities for all citizens.

Workers whose knowledge and skills are globally competitive and supported by life-long education.

Community

Independent and productive citizens.

Youth who are fully supported by strong families and communities.

Vital and active downtowns and main streets.

Efficient development that saves infrastructure investments and natural resources.

Quality affordable housing that is available to those who need it.

Environment

Healthy urban and rural watersheds and species abundance and diversity.

Clean and sufficient water for human and natural use.

Efficient use and reuse of resources, and the elimination of harmful toxins in the environment.

E. Project Description

Describe the "What" in the space allowed. Provide a brief, 4-5 sentence summary of the project and what the funds would be used for. Include a brief description of the goal and scope of the project, summarizing project implementation (e.g., planned infrastructure or activity).

F. Justification

Opportunity/Need—In the space allowed below, describe “Why” the project is needed. Identify the opportunity or need the project seeks to address as well as how it supports the Regional Solutions and Business Oregon priority(ies) (see pages 2-3). Provide data and/or a narrative substantiating the need.

Proposal/Solution—In the space allowed below, describe “How” the project would address the above opportunity/need.

3. **Funding Request.** All requests must be in the range of \$50,000 to \$1,000,000.
 - a. Funds requested:
 - b. All projects, but especially those whose project request is over \$200,000, are encouraged to define the minimum funds requested:
 - c. Describe what phase or portion of the work could be completed with the minimum request, or how the project would be altered to complete the project with the reduced amount:
4. Provide a list of letters that **demonstrate community support** for the project (list name and affiliation of sender). Attach copies of letters to your application (see Attachment D in the List of Attachments).

Name

Affiliation

5. Is the project included in any adopted Master Plans or regional or local economic development and/or strategic plans? Yes No

If yes, list them below.

6. Does the project benefit the Oregon economy by generating a net **increase in, or retention of, long-term jobs** (beyond short-term construction jobs) in the region directly impacted by the project?
 Yes No

If yes, complete a., b. & c. below. (If this project advances to the Grant & Loan Review Committee, you may be asked to provide supplemental information.)

- a. Expected number of long-term (non-construction) jobs created or retained as a direct result of the project: jobs created jobs retained
- b. Expected average annual wage of long-term (non-construction) jobs created or retained:
- c. Provide a description of the types of jobs created and/or retained:

G. Project Work Plan

List project activity milestones/key tasks with estimated start and completion dates.

Activity	Estimated Start Date	Estimated Completion Date
Estimated Project Start Date		
Estimated Project Completion Date		

7. Describe any conditions that may affect the completion of the work plan. If applicable, describe any measures planned to mitigate these conditions.

H. Project Budget

Budget Line Item Below are general items most used (adjust budget items to suit the project).	Regional Infrastructure Fund	Other Funding	Total
Other			
Totals			

I. Details of Other Funding

Source of Other Funds (see Attachment C requirements in Section L. List of Attachments)	Amount	Status: C-Committed, AS-Application Submitted, AI-Application Invited, PS-Potential Source	Dates Required Funds will be Committed and Available
Totals			

J. Who Prepared the Cost Estimate for the Project?

Name

Title

Company

Phone Number

Date of project cost estimate

8. Does the project budget propose direct project management expenses? Yes No
(Direct project management is defined as expenses that will be incurred that are directly related to and necessary solely to support or manage project activities and are not routine or ongoing expenses of the municipality or expenses for current staff that are already included in the municipality's adopted budget.)

If yes, describe how the direct project management services will be provided:

9. Will the applicant own the facility/improvements once constructed? Yes No

If no, explain:

10. After project completion, who will assume responsibility for the ongoing operations and maintenance of the project?

11. After project completion, what will be the source(s) of funds for the ongoing operations and maintenance of the project?

12. Is the applicant (and final beneficiary/recipient) current on all taxes, fees, and debt payments?
Yes No

If no, explain:

K. Permits

List the permits and regulatory authorizations needed for the project to be ready to proceed with construction and indicate whether or not they have been obtained.

Permit Type	Review Agency	Status of Approval		If pending, anticipated approval date
		Obtained	Pending	

13. List any other state or federal agencies involved with the project not included above:

L. List of Attachments

Required for	Attachment Description	For Office Use Only (X if Attached)
construction applications	A. Map(s) showing the location of the project, including tax lots/parcels, and road widths, etc. (refer to Section D. Project Overview).	
	B. Documentation from the appropriate entity (city or county planning department) that indicates that the project is a permitted use and consistent with the acknowledged local comprehensive plan (refer to Section D. Project Overview).	
all applications	C. Letters of commitment for other funds (refer to Section I. Details of Other Funding).	
	D. Letters of community support for the project (refer to question #4).	

M. General Certification

I certify to the best of my knowledge all information contained in this document, and any attachments, is valid and accurate. I further certify that, to the best of my knowledge:

1. The application has been approved by the governing body or is otherwise being submitted using the governing body's lawful process, and
2. Signature authority is verified.

Check one:

Yes, I am the highest elected official. (e.g., Mayor, Chair or President)

No, I am not the highest elected official so I have attached documentation that verifies my authority to sign on behalf of the applicant. (Document such as charter, resolution, ordinance or governing body meeting minutes must be attached.)

The department will only accept applications with proper signature authority documentation.

Typed Signature

Date

Title

To submit an application, attach completed application and required attachments to an email and send to: Infrastructurefund.regional@oregon.gov

Or, print out a copy of completed form and mail it to:
Business Oregon
Regional Infrastructure Fund
775 Summer St NE, Suite 200
Salem OR 97301-1280