



## Board Meeting

Thursday, May 13, 2021

9:00 – 11:00 am

Join Zoom Meeting: <https://us02web.zoom.us/j/84207024186>

Passcode: 2021

**Via Phone: 1-669-900-6833**

Meeting ID: 842 0702 4186

Passcode: 2021

### AGENDA

- |    |       |  |  |
|----|-------|--|--|
| 1) | 9:00  | Call to Order & Agenda Review  | Chair,<br>Commissioner<br>Heather Buch |
| 2) | 9:10  | Roll Call  | Staff,<br>Justin Peterson              |
| 3) | 9:20  | Public Comment   | Chair                                  |
| 4) | 9:30  | Minutes of February 11, 2021 Meeting (Attachment A)  | Chair                                  |
|    |       | <b>ACTION:</b> Approval of Minutes   |  |
| 5) | 9:40  | <b>2020-2025 CEDS Clarifications and Changes</b><br>After the adoption of the CEDS RAIN reached out about updating the RAIN description. <b>(Attachment B)</b>   | Staff, Justin<br>Peterson              |
| 6) | 9:50  | <b>CEDS Implementation</b> <ul style="list-style-type: none"><li>• Working Group Ideas</li><li>• Planning for Kickoff – Half Day workshop? Other ideas?</li><li>• Increased engagement from private sector</li></ul> | Staff, Jenny<br>Glass                  |
|    |       | <b>ACTION:</b> Next steps for implementation   |  |
| 7) | 10:15 | <b>CARES Technical Assistance and Capacity Building</b><br>The application for Resiliency/Recovery Technical Assistance & Capacity Building Funds on June 1 – 15 <b>(Attachment C1-C3)</b>                           | Staff, Anne<br>Whittington             |
|    |       | <b>ACTION:</b> Approval of Technical Assistance Process  |  |
| 8) | 10:35 | <b>Other Business</b> <ul style="list-style-type: none"><li>• Future EDA Funding Training?</li><li>• Member Binders</li><li>• Meeting Schedule – How often to meet?</li><li>• Future agenda items</li></ul>          | Chair/Staff                            |
| 9) | 11:00 | <b>Adjournment</b>   | Chair                                  |

**CEDS COMMITTEE MEETING**  
**Thursday, February 11, 2021**  
**9:00 – 11:00 am**  
Zoom Remote Connection

**DRAFT MINUTES**

**Committee Members:** Pat Malone, Jim Lepin, Alan Rowe, Dean Sawyer, Paul Shuytema, Greg James, Randy Groves, Heather Buch, Greg Irvin, and Matt Michel

**Staff:** Brenda Wilson, Dan Betschart, Ryan Vogt, Jenny Glass, Nick Meltzer, and Emma Chavez

| TOPIC  | DISCUSSION   | DECISION / CONCLUSION   |
|--|--|---|
| 1. Call to Order & Agenda Review                 |  | <p><b>Meeting called to order at 9:05 am by Chair Commissioner Pat Malone.</b></p> <p><b>There were no changes to the agenda.</b></p> |
| 2. Roll Call                                     |  | <b>Staff Nick Meltzer conducted roll call.</b>  |
| 3. CWEDD Board Membership & Election of Officers | <p>Staff Nick Meltzer reviewed the membership section of the CWEDD Board bylaws. Meltzer noted that there was a discussion with Mayor Lepin that he wanted to bring up to all members and that is that while anyone can serve as Chair and Vice Chair; each need to be from the two different COG regions. To this, Mayor Lepin stated that he believes that Lane County has been the most consistent in participation during the CEDS update process. Mayor Lepin encouraged Lane county members to volunteer to serve at the Chair of the CWEDD Board.</p> <p>Councilor Greg James nominated Commissioner Heather Buch to serve as Chair of the CWEDD Board for FY 2020. Benton County Commissioner Pat Malone seconded the motion. Members met consensus.</p> | <p><b>Consensus for Commissioner Heather Buch to serve as CWEDD Board Chair and Mayor Jim Lepin to serve as Vice Chair.</b></p>       |

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|                                 | Mayor Jim Lepin volunteered to serve as Vice Chair. There were no other nominations for Vice Chair and members met Consensus for Mayor Lepin to serve as Vice Chair of the CWEDD Board for 2020.   |  |
| 4. Public Comment               |  | <b>There were no public comments.</b>  |
| 5. Minutes of November 12, 2020 | Councilor Greg Irvin moved to approve the November 12, 2020 meeting minutes. Commissioner Pat Malone seconded the motion. Members met consensus.   | <b>Nearly unanimous approval of the minutes of November 12, 2020 with Councilor Groves abstaining due to not being present at the meeting.</b> |
| 6. 2020-2025 CEDS Final Review  | <p>Staff Meltzer advised that the Comprehensive Economic Development Strategy (CEDS) document is a five year plan that is required by the Economic Development Administration (EDA) for our Economic Development District. It is a strategic plan with vision and goals for the future five years.</p> <p>In discussions with CWEDD Board last year; members felt that the vision and goals remained the same from the 2015-2020 CEDS and opted to do a light update for the next five year plan. When COVID-19 and the wildfires hit, it was acknowledge that it would be challenging to get real engagement for the update process and this provided a bigger reason for a light update.</p> <p>Staff Meltzer reported that the update process included the development of a CEDS Strategic Committee was formed and practitioners were invited to participate via monthly meetings. Email follow-up requests to provide feedback for those who could not attend the monthly meeting were sent out. Additionally, a project webpage was developed and maintained throughout the process which included meeting agenda packets, handouts, and follow-up requests.</p> <p>Staff Meltzer went on to advise that as the CEDS updated was conducted, it was noted that the goals were not as applicable and the</p> |  |

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|  | <p>goals then changed to priority areas. This allows acknowledgement of the work practitioners are already doing and supporting them through the priority areas.</p> <p>Staff Meltzer went on to report that it had been noted that the goals and actions items had been too prescriptive in the last document; therefore the language has been broadened. Also heard there was not a lot of engagement by staff over the last five years. To address this, we emphasized regional collaboration and partnerships. There is also a focus on resilience, equity and inclusion, and a section focused on implementation.</p> <p>Mayor Lepin expressed that while he had some initial negative comments about the CEDS update process; after discussions with staff, he has come to realize that the document is more focused on networking supporting of economic practitioners. He did note that he still has a concern that economic developers cannot do much on their own and need the support of the cities and counties. He went on to note that there have been discussion of having a singular economic development organization. Mayor Lepin went on to state that with his comments, he is ready to approve the document and only asks that moving forward; the board discuss how to bring the cities and counties together and get them engaged.</p> <p>Commissioner Pat Malone voiced that he acknowledges Mayor Lapin's concerns and shares those. He went on to state that there does need to be more coordination and buy in from cities and counties from the four-county area.</p> <p>Councilor Greg Irvin thanked staff for the effort of putting the CEDS update together. He stated that with COVID-19, the fires, and a chaotic year; staff has done a good job of putting everything together.</p> <p><b>ACTION: Councilor Greg Irvin then moved to approve the 2020-2025 Comprehensive Economic Development Strategy (CEDS) as presented. Motion seconded by Commissioner Pat Malone.</b></p> |  |
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|                                    | <p><b>Members met consensus.</b></p> <p>Councilor Randy Groves stated that he is new to the CWEDD Board and he agrees with the previous comments that there is strength in collaboration and in numbers. Councilor Groves went on to note that he has appreciation for the document but has some concerns with the resilience aspect of it, especially with what has been experience lately with COVID-19 and the wildfires. He added that the document is a working progress that needs to evolve with the needs of the community.</p> <p>Staff Meltzer reported that Staff acknowledges member feedback and next steps include getting together CWEDD Board members and practitioners to discuss next steps.</p>  |  |
| <p>7. CARES Act Funding Update</p> | <p>Staff Meltzer reported that as the economic development district, we were asked to submit an application for CARES funding. The applications was submitted last June and received approximately \$385,000 for a resilience position. OCWCOG has hired Anne Whittington as the recovery coordinator. Meltzer went on to note that the CARES funds are direct dollars that cannot be passed through directly to businesses.</p> <p>Staff Whittington reported that the CARES funding project will help to implement the CEDS. She went on to report that she has started to meet with jurisdictions on the type of projects they would like to complete and has received ideas such as business registries, to software for retention and expansion, broadband, and even light-industrial incubator. Whittington asked members to get in touch with her for other ideas.</p> <p>Staff Meltzer asked Staff Whittington to share some information on her background. Staff Whittington reported that she is a small business owner who previously worked at the Small Business Development Center for sixteen years. She has done a lot of work on economic development and worked with small businesses to help them find funds for recovery.</p> |  |

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|                          | <p>The Chair opened up the floor for feedback on project ideas.</p> <p>Councilor Groves stated that he is pushing for a green technology energy zone. He noted that he has talked with Eugene staff and he acknowledges there are a lot of issues in the city that are taking place. Therefore, it is uncertain when the topic of green technology energy zone would move forward. However, he does not feel there would be objections to the idea.</p> <p>When asked for clarification on the CARES funding work; Staff Meltzer Reported that last year the CWEDD Board approved staff creating a micro grant program of \$2-10,000 for local projects on recovery. Staff is open to other ideas if members may have them. A role that staff hopes for Whittington to play is, collecting a list of federal grant opportunities to match ideas with funding.</p> <p>Community and Economic Development Director with OCWCOG Jenny Glass stated that she is very new to the CWEDD and is learning. She went on to add that today’s conversation is a way for members to start thinking about what is important to them as far as recovery at the local level. Whittington has been brought on to build capacity and help convene and facilitate those conversation as well as see how the CARES Act funding can be used to meet those needs.</p> <p>Matt Michel stated that the cities of Veneta and Fern Ridge are looking for assistance with sustaining health work. They have created an online marketplace but in order to continue to build it, they may need a sustaining grant to help build the momentum.</p> |  |
| <p>8. Other Business</p> | <ul style="list-style-type: none"> <li>• OCWCOG Staffing Updates<br/>Staff Meltzer reported that OCWCOG lacked a CED Director for the last eight months and he, Meltzer had been overseeing the economic development program during that time. OCWCOG has now hired a new Director Jenny Glass.</li> </ul>   |  |

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|  | <p>Staff Jenny Glass thanked staff Nick Meltzer, Justin Peterson, and Emma Chavez for their work during the absence of and Director. Staff is hoping that in bringing her Director role, an economic coordinator, and a dedicated staff to the CWEDD, staff can help make sure that the CEDS Plan does not sit on the shelf but rather help support the district in continuing collaboration.</p> <p>OCWCOG Director Ryan Vogt echoed Staff Jenny Glass and thanks staff to help continue the CEDS process through. Vogt noted that staff has been invaluable in keeping the CEDS update flow along with the entire economic development department. Staff Vogt stated that he is excited to see the CEDS document approved and is excited for the next steps.</p> <p>OCWCOG contractor Mike Corwin reported that he helps to facilitate an economic development luncheon which includes Linn, Benton, and Lincoln counties. The group has monitored the CEDS update process and they recognize that the document could be the foundation for continued collaboration.</p> <p>Councilor Greg Ervin stated that the process has taught him that there is a lot he has yet to learn in this realm. He went on to note that he is not aware that the city of Cottage Grove has an economic development department. If it doesn't, he wondered why and that maybe not every city or county has one but he would like to become educated on what is an economic development group and what powers do they have. To this, Mike Corwin gave an overview of the make-up of the economic development luncheon. Staff Brenda Wilson with Lane Council of Governments advised that Lane County has the Lane Economic Committee (LEC). Councilor Ervin stated that he has observed that members discussed ideas of what to do but he would like to know what action items there may be. Staff Wilson stated that it is all those things. She went on to note that the district can be of support to local jurisdictions when</p> |  |
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|                | <p>they apply for funding and the District can also identify regional issues and opportunities.</p> <ul style="list-style-type: none"> <li>• <b>2021 Proposed Meeting Schedule</b><br/>Staff shared a proposed 2021 CWEDD Board meeting schedule. Members met consensus to approve the schedule as presented.</li> <li>• <b>CEWDD Board Member Binders</b><br/>Staff Meltzer reported that staff has been working on developing binders for Boards and Committees and staff would like to know if members are interested in a CWEDD member binder. Members discussed and agreed that an electronic version would be ideal and staff can develop paper copy binders to members who may chose those instead.</li> </ul> | <p><b>Consensus to approve the 2021 CWEDD Board meeting schedule as presented.</b></p> <p><b>Consensus for staff to develop a CWEDD Board electronic binder and provide hard copies to those members who request them.</b></p> |
| 9. Adjournment |   | <b>Meeting adjourned at 10:09 am.</b>  |



## Community and Economic Development

1400 Queen Avenue SE, Suite 205 • Albany, Oregon 97322

(541) 967-8551 • FAX (541) 967-4651 • TTY/TDD 711

### MEMORANDUM

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**Date:** May 5, 2021  
**To:** CWEDD Board  
**From:** Justin Peterson, Community and Economic Development Planner  
**Re:** CEDS RAIN Update

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After the adoption of the Comprehensive Economic Development Strategy (CEDS), the Regional Accelerator and Innovation Network (RAIN) reached out about updating the RAIN description. The requested changes copied from the email from RAIN are listed below. The comments were received after the comment period. Staff believes the requested changes would require a new public comment period. CWEDD Staff suggest that the updates are recognized by the CWEDD Board but the CEDS is not updated. With this said, the CWEDD Board may choose to update the RAIN description and proceed with the public notice.

#### Page B-35 (Appendix)

[http://www.ocwcog.org/wp-content/uploads/2020/12/CWEDD-2020-25-CEDS-Main-Plan-and-Appendices\\_DRAFT.pdf](http://www.ocwcog.org/wp-content/uploads/2020/12/CWEDD-2020-25-CEDS-Main-Plan-and-Appendices_DRAFT.pdf)

#### ORIGINAL TEXT

Regional Accelerator and Innovation Network (RAIN) serves entrepreneurs in Oregon's South Willamette Valley by helping turn ideas into innovative companies that can grow locally. There are two Oregon RAIN Accelerators, one located in Corvallis (OSU Advantage Accelerator Rain Corvallis), and the other in Eugene (Eugene RAIN). Both provide guided business acceleration programs, and the Oregon RAIN Innovation Network assists in building and connecting resident talent, capital and infrastructure with research universities to create a network for entrepreneurs. RAIN operates regionally, as well as locally. (<http://www.oregon-rain.com>).

#### PROPOSED REVISED TEXT

RAIN (Regional Accelerator & Innovation Network) activates entrepreneurial communities and innovation economies in Lane, Linn, Benton, and Lincoln Counties, creating a culture of entrepreneurship through inclusive ecosystem-building. RAIN provides Venture Catalyst support and resources for entrepreneurs and innovators, connecting them to **people** (*mentors, talent, economic development leaders, and service providers*), **programs** (*workshops, accelerators, and innovation centers—including the OSU Advantage Accelerator, Hatfield Marine Science Center, VertueLab, and the Eugene Regional Accelerator*), **physical assets** (*space and equipment*), and **capital** (*equity, grants, and loans*). ([www.oregonrain.org](http://www.oregonrain.org))

#### Page 24

#### ORIGINAL TEXT

Oregon RAIN\*

**PROPOSED REVISED TEXT**

RAIN

\*under key partners

**Page 9**

**ORIGINAL TEXT**

Organizations like the Regional Accelerator Innovation Network (RAIN) promote innovation and help entrepreneurs diversify our economy by growing new industries.

**PROPOSED REVISED TEXT**

Organizations like RAIN (Regional Accelerator & Innovation Network) promote innovation and connect entrepreneurs to the resources and capital they need to grow Oregon's entrepreneurial infrastructure.



UP TO \$10,000 | NO CASH MATCH | NO REPAYMENT

# Local Community Resiliency/Recovery Technical Assistance & Capacity Building Funds

PROVIDED BY CARES ACT FUNDS

*Applications Open from June 1st - 15th*

*Eligible for City and County governments in Benton, Lane, Lincoln, & Linn Counties*

*Projects must be completed by May 30, 2022*



To inspire regional collaboration, business diversification, infrastructure resilience, workforce support, & rural vitality

For more information, contact Anne Whittington  
awhittington@ocwcog.org

## IMPROVE YOUR LOCAL ECONOMY

### Eligible projects ideas:

- Business and retention software
- Oregon Prospector data entry
- Light industrial incubator
- Shared work space
- Business registry
- Commercial kitchen
- Training workshops
- Community events
- Outdoor public spaces: art walks, outdoor seating

### Application

### Considerations:

- Immediate need of project
- Project completed by May 30, 2022
- Applicant & project meet eligibility requirements

Note: preference to projects that demonstrate connection to [CEDs](#) or [Governor's Rapid Economic Recovery Plan](#)



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# OCWCOG Cares Resiliency/Recovery Technical Assistance & Capacity Building Funds Guidelines

The application process opens on June 1, 2021. Applications will be accepted until 5 p.m., June 15, 2021.

Oregon Cascades West Council of Governments Community and Economic Development department fosters regional collaboration, business diversification, infrastructure resilience, workforce support, and rural vitality.

As we respond amidst the ongoing COVID-19 pandemic, OCWCOG is committed to recovery and resiliency in Benton, Lane, Lincoln, and Linn Counties.

Total funding available for the Competitive Resiliency & Recovery Funds program is \$100,000. Requests up to \$10,000 will be accepted. No cash match is required. Projects must be completed by May 30, 2022.

### Eligible Applicants

Eligible applicants include those listed below that can demonstrate direct work in support of improving economic resiliency and recovery.

- City and County governments in Benton, Lane, Lincoln and Linn Counties

### Project Eligibility

Eligible projects must be focused on resiliency/recovery and include technical assistance or capacity building. Construction may not be included.

Eligible projects may include but are not limited to the following:

- Business and retention software
- Oregon Prospector data entry
- Light industrial incubator
- Shared work space
- Business registry
- Commercial kitchen
- Training workshops
- Community events
- Outdoor public spaces: art walks, outdoor seating



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### Award Decision

The application process is open from 8 a.m. PST on June 1 until 5 p.m. PST on June 15, 2021. No applications or materials will be accepted after the 5 p.m. PST deadline. Award decisions will be announced by June 30, 2021 via email. Applications will be reviewed and decisions to award will be made based on the following:

- Demonstrates an immediate need for the project.
- Demonstrates the ability to complete the project in the required timeline (by May. 30, 2022).
- Demonstrates that applicant and project meet the eligibility requirements.
- Preference given to projects that demonstrate connection to [CEDs](#) or [Governor's Rapid Economic Recovery Plan](#)

*OCWCOG reserves the right to award funds in amounts totaling less than all funds that are available under the Competitive Resiliency & Recovery Funds Program, to award a different amount than is requested in an application, to make changes to the Funding Guidelines or to cancel the Competitive Resiliency & Recovery Funds Program in its entirety.*

### To Get Started

Review the complete OCWCOG Competitive Resiliency & Recovery Funds Guidelines available on the Application page.

### Timeline

- June 1, 2021 (8 a.m. PST) – Online application opens
- June 15, 2021 (5 p.m. PST) – Online application closes
- June 30, 2021 – Competitive Resiliency & Recovery Funds application status notification
- May 30, 2022 – Project completion deadline (grant funds spent)
- June 1, 2021 – Project Completion Report due

### Funding Contracts

Applicants who are awarded funds will enter into a contract with OCWCOG, which includes agreements to comply with all guideline requirements and to complete the project as approved.

### Funding Use/Budget and Timelines

Funding recipients shall maintain accurate records of how dollars are spent and must agree to provide OCWCOG with access to these records in a timely manner, when requested. Fund recipients are required to spend awarded funds by May 30, 2022. Any unspent funds will be returned to OCWCOG.

### Fund Reports

Required reports will be submitted to OCWCOG. Recipients are required to provide a final completion report due by June 1, 2022.



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### **Funds Disbursement**

Any funds not used as approved shall be returned to OCWCOG pursuant to the funds contract. Projects must be completed within the approved funding timeline. Following approval and execution of the contract, the full funds amount will be disbursed and sent to the recipient.

### **Questions**

Submit questions via email to [awhittington@ocwcog.org](mailto:awhittington@ocwcog.org). Please be aware that email response time may be delayed, but questions will be answered as quickly as possible.



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# Oregon Cascade West Council of Governments CARES Resiliency/Recovery Technical Assistance & Capacity Building Funds Application

Applications and materials are available online and applications must be emailed to Anne Whittington at [awhittington@ocwcog.org](mailto:awhittington@ocwcog.org). The online application will open **June 1, 2021 at 8 a.m. PST**. All applications must be submitted by **5 p.m. PST on June 15, 2021**.

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Entity Name:

Entity Federal Tax Identification Number:

Entity Mailing Address:

Entity County:

Entity Phone Number:

Approximate City Population:

Grant Application Contact Name:

Grant Application Contact Email Address:

Grant Application Contact Phone Number:

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### Application Questions

400-word maximum for each question response

Project category (Select One):

Economic Resiliency

Economic Recovery

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Region(s) your grant project impacts:

Benton County  
Lane County  
Lincoln County  
Linn County

Project name:

Grant amount requested (\$2,000 - \$10,000):

Total project cost:

Describe the project for which funding is requested. Detail how the project will provide resiliency and/or response to recovery from coronavirus:

How will you demonstrate success?

Describe the timeline for execution of your project, including any foundational work completed or underway.

Highlight any potential issues to the timeline that could inhibit project completion by May 30, 2022:

If awarded funding, the project will be completed by May 30, 2022

Yes

No

### REQUIRED SUPPORTING DOCUMENTS

Entity's Federal W-9 Form – form must be complete, signed and dated

Project Budget

**OPTIONAL DOCUMENTS** There will be an optional upload field at the end of the application that will allow applicants to provide supporting materials that they believe the review committee may find valuable when reviewing the application (examples include: letters of support, quotes showing product or service costs)